

# ENGLISH BRAILLE

## AMERICAN EDITION

### 1959

*Compiled under the authority of the*  
**AMERICAN ASSOCIATION OF INSTRUCTORS OF THE BLIND**  
**and the**  
**AMERICAN ASSOCIATION OF WORKERS FOR THE BLIND**

---

**Adopted, January 1, 1959**

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HV1669  
J6  
1961

**AMERICAN PRINTING HOUSE FOR THE BLIND**  
**Louisville, Kentucky**  
**1961**



15 WEST 16th STREET  
NEW YORK, N. Y., 10011

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# CONTENTS

	Page
<b>DEFINITION OF BRAILLE</b> .....	1
Alphabet and Numbers.....	2
Punctuation and Composition Signs.....	2
One-cell Whole-word and Part-word Signs.....	3
Two-cell Contractions.....	4
Short-form Words.....	5
 <b>RULES OF BRAILLE</b>	
Rule I—Punctuation Signs.....	6
Rule II—Special Braille Composition Signs.....	10
Rule III—Format.....	16
Rule IV—Asterisk, Footnotes, References.....	18
Rule V—Accent Sign, Diphthongs, Foreign Languages.....	19
Rule VI—Abbreviations.....	21
Rule VII—Numbers and Roman Numerals.....	22
Rule VIII—Coinage, Weights, and Other Special Symbols.....	25
Rule IX—Poetry, Scansion, and Stress.....	27
Rule X—General Use of Contractions.....	28
Rule XI—One-cell Whole-word Contractions.....	30
Rule XII—One-cell Part-word Contractions.....	32
Rule XIII—Lower Signs.....	33
Rule XIV—Initial-letter Contractions.....	37
Rule XV—Final-letter Contractions.....	39
Rule XVI—Short-form Words.....	41
 <b>APPENDICES:</b>	
A—Special Formats:	
1. Paragraphing.....	44
2. Poetry.....	44
3. Breaks in Context.....	44
4. Termination Line.....	44
5. Tabular Material.....	44
6. The Writing of Test Materials.....	47
7. Outlines.....	48
8. Plays.....	48
B—Foreign Languages:	
1. French.....	49
2. Italian.....	50
3. Spanish.....	50
4. German.....	51
5. Latin.....	51
6. International Greek Alphabet.....	51
C—Other Grades of Braille; Special Braille Codes:	
1. Other Grades of Braille.....	52
a. Revised Braille Grade 1½.....	52
b. Grade 3 Braille.....	52
c. Braille Shorthand.....	52
2. Special Braille Codes.....	53
D—Diacritics and Phonetics:	
1. Diacritics.....	53
2. Phonetics.....	55
E—Religious and Devotional Contractions.....	55
 <b>TYPICAL AND PROBLEM WORDS</b> .....	56
 <b>INDICES:</b>	
A—Alphabetical Index of Braille Signs.....	60
B—Index of Rules.....	65

## FOREWORD

The history of the evolution of braille has been long and, at times, difficult. No recount will be made here of the various developments the system has passed through during the years. The present volume adds one more significant revision in the attempt to bring about new and increased advantages of readability in the touch method of communication for the blind.

Quite appropriately, this work is being published in a year of some importance in the field of work for the blind. 1959 marks the 150th anniversary of the birth of the celebrated young Frenchman, Louis Braille, for whom the present system of embossed writing was named. It also was just one hundred and thirty years ago, in 1829, that the governors of the Institution Royale des Jeunes Aveugles de Paris arranged for the publication of the first official description of the system under the title of "METHOD OF WRITING WORDS, MUSIC AND PLAINSONG BY MEANS OF DOTS, FOR USE OF THE BLIND."

This work has resulted from nine years of study by the Joint Uniform Braille Committee and the AAIB-AAWB Braille Authority. Many meetings, including a conference in London in 1956 with the British National Uniform Type Committee, and a number of draft revisions, finally brought about this completed manual. A distinct variance in preferred language usage here in America and in the United Kingdom dictated that braille readers on both sides of the Atlantic could best be served with separate, though basically similar, codes designed to apply to the English language as practiced in each country. Readers in either country, however, should experience no difficulty in enjoying the braille books published in both countries.

By official resolutions of the AAIB and the AAWB in convention in Vancouver and Philadelphia in 1958, ENGLISH BRAILLE — AMERICAN EDITION, 1959, becomes the authorized braille code for use in the United States, as of January 1, 1959.

### JOINT UNIFORM BRAILLE COMMITTEE, 1950-1958

Alfred Allen  
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# ENGLISH BRAILLE

## AMERICAN EDITION—1959

### DEFINITION OF BRAILLE

Braille is a system of touch reading for the blind which employs embossed dots evenly arranged in quadrangular letter spaces or cells. In each cell, it is possible to place six dots, three high and two wide. By selecting one or several dots in characteristic position or combination, 63 different characters can be formed. To aid in describing these characters by their dot or dots, the six dots of the cell are numbered 1, 2, 3, downward on the left, and 4, 5, 6, downward on the right, thus:

```

1 ● ● ● 4
2 ● ● ● 5
3 ● ● ● 6

```

The 63 possible characters have a systematic arrangement and are universally grouped in a table of seven lines, as follows:

(NOTE: In the braille edition of this text, the full 6-dot cell is placed before or after a character whenever it is necessary to indicate the position of dots.)

1st Line	⠠	⠡	⠢	⠣	⠤	⠥	⠦	⠧	⠨	⠩
2nd Line	⠠⠶	⠡⠶	⠢⠶	⠣⠶	⠤⠶	⠥⠶	⠦⠶	⠧⠶	⠨⠶	⠩⠶
3rd Line	⠠⠨	⠡⠨	⠢⠨	⠣⠨	⠤⠨	⠥⠨	⠦⠨	⠧⠨	⠨⠨	⠩⠨
4th Line	⠠⠶⠨	⠡⠶⠨	⠢⠶⠨	⠣⠶⠨	⠤⠶⠨	⠥⠶⠨	⠦⠶⠨	⠧⠶⠨	⠨⠶⠨	⠩⠶⠨
5th Line	⠠⠨⠶	⠡⠨⠶	⠢⠨⠶	⠣⠨⠶	⠤⠨⠶	⠥⠨⠶	⠦⠨⠶	⠧⠨⠶	⠨⠨⠶	⠩⠨⠶
6th Line	⠠⠨⠶⠨	⠡⠨⠶⠨	⠢⠨⠶⠨	⠣⠨⠶⠨	⠤⠨⠶⠨	⠥⠨⠶⠨				
7th Line	⠠⠨⠶⠨⠶	⠡⠨⠶⠨⠶	⠢⠨⠶⠨⠶	⠣⠨⠶⠨⠶	⠤⠨⠶⠨⠶	⠥⠨⠶⠨⠶	⠦⠨⠶⠨⠶			

Line 1 is formed of dots 1, 2, 4, 5.

Line 2 adds dot 3 to each of the characters of Line 1.

Line 3 adds dots 3-6 to each of the characters of Line 1.

Line 4 adds dot 6 to each of the characters of Line 1.

Line 5 repeats the characters of Line 1 in the lower portion of the cell, using dots 2, 3, 5, 6.



Line 6 is formed of dots 3, 4, 5, 6.

Line 7 is formed of dots 4, 5, 6.

Braille, as officially approved, comprises two grades.\* Grade 1 Braille is in full spelling and consists of the letters of the alphabet, punctuation, numbers, and a number of composition signs which are special to braille. Grade 2 Braille consists of Grade 1 and 189 contractions and short-form words. Below is a complete chart of the braille characters and their meanings:

### ALPHABET AND NUMBERS

1	2	3	4	5	6	7	8	9	0
a	b	c	d	e	f	g	h	i	j
⠁	⠃	⠉	⠇	⠑	⠋	⠎	⠈	⠊	⠚
k	l	m	n	o	p	q	r	s	t
⠅	⠇	⠍	⠏	⠕	⠎	⠑	⠗	⠎	⠞
u	v	w	x	y	z				
⠩	⠬	⠪	⠠	⠹	⠽				

### PUNCTUATION AND COMPOSITION SIGNS

Sign	Meaning	Sign	Meaning
⠂	, comma	⠄ ⠄	' opening single quotation mark
⠆	; semicolon	⠄ ⠄	* asterisk
⠒	: colon	⠄	" closing double quotation mark
⠒	. period	⠄ ⠄	' closing single quotation mark
⠒	! exclamation	⠄	/ bar; oblique stroke; fraction-line sign
⠒	( ) opening and closing parentheses	⠄	# number sign
⠄ ⠄	[ opening bracket	⠄	' apostrophe
⠄ ⠄	] closing bracket	⠄ ⠄ ⠄	. . . ellipsis
⠒	" ? opening double quotation; question mark	⠄	- hyphen

\*For other grades of braille, see Appendix C.



Sign	Meaning	Sign	Meaning
⠄ ⠄	— dash	⠄	letter sign
⠄ ⠄ ⠄ ⠄	— long dash	⠄	capital sign
⠄	accent sign	⠄ ⠄	double capital sign
⠄	italic sign; decimal point	⠄ ⠄	termination sign
⠄ ⠄	double italic sign		

## ONE-CELL WHOLE-WORD AND PART-WORD SIGNS

Sign	Meaning	Sign	Meaning	Sign	Meaning
⠄	but	⠄	rather	⠄	ch child
⠄	can	⠄	so	⠄	gh
⠄	do	⠄	that	⠄	sh shall
⠄	every	⠄	us	⠄	th this
⠄	from	⠄	very	⠄	wh which
⠄	go	⠄	will	⠄	ed
⠄	have	⠄	it	⠄	er
⠄	just	⠄	you	⠄	ou out
⠄	knowledge	⠄	as	⠄	ow
⠄	like	⠄	and	⠄	ea
⠄	more	⠄	for	⠄	be bb
⠄	not	⠄	of	⠄	con cc
⠄	people	⠄	the	⠄	dis dd
⠄	quite	⠄	with	⠄	en enough

Sign	Meaning	Sign	Meaning	Sign	Meaning
	to ff		into		ble
	were gg		was by		ar
	his		st still		com
	in		ing		

## TWO-CELL CONTRACTIONS

Sign	Initial-letter Contractions			Final-letter Contractions		
	Preceded by dot 5	Preceded by dots 4-5	Preceded by dots 4-5-6	Preceded by dots 4-6	Preceded by dots 5-6	Preceded by dot 6
	----	----	cannot	----	----	----
	day	----	----	ound	----	----
	ever	----	----	ance	ence	----
	father	----	----	----	----	----
	----	----	----	----	ong	----
	here	----	had	----	----	----
	know	----	----	----	----	----
	lord	----	----	----	ful	----
	mother	----	many	----	----	----
	name	----	----	sion	tion	ation
	one	----	----	----	----	----
	part	----	----	----	----	----
	question	----	----	----	----	----

Sign	Initial-letter Contractions			Final-letter Contractions		
	Preceded by dot 5	Preceded by dots 4-5	Preceded by dots 4-5-6	Preceded by dots 4-6	Preceded by dots 5-6	Preceded by dot 6
⠠	right	----	----	----	----	----
⠠	some	----	spirit	less	ness	----
⠠	time	----	----	ount	ment	----
⠠	under	upon	----	----	----	----
⠠	work	word	world	----	----	----
⠠	young	----	----	----	ity	ally
⠠	there	these	their	----	----	----
⠠	character	----	----	----	----	----
⠠	through	those	----	----	----	----
⠠	where	whose	----	----	----	----
⠠	ought	----	----	----	----	----

## SHORT-FORM WORDS

ab	about	bec	because	dcvg	deceiving
abv	above	bef	before	dcl	declare
ac	according	beh	behind	dclg	declaring
acr	across	bel	below	ei	either
af	after	ben	beneath	fst	first
afn	afternoon	bes	beside	fr	friend
afw	afterward	bet	between	gd	good
ag	again	bey	beyond	grt	great
agst	against	bl	blind	herf	herself
alm	almost	brl	braille	hm	him
alr	already	chn	children	hmf	himself
al	also	concv	conceive	imm	immediate
alth	although	concvg	conceiving	xs	its
alt	altogether	cd	could	xf	itself
alw	always	dcv	deceive	lr	letter

ll	little	percv	perceive	themvvs	themselves
mch	much	percvg	perceiving	thyf	thyself
mst	must	perh	perhaps	td	today
myf	myself	qk	quick	tgr	together
nec	necessary	rcv	receive	tm	tomorrow
nei	neither	rcvg	receiving	tn	tonight
o'clock	o'clock	rjc	rejoice	wd	would
onelf	oneself	rjcg	rejoicing	yr	your
ourvvs	ourselves	sd	said	yrf	yourself
pd	paid	shd	should	yrvs	yourselves
		sch	such		

## RULES OF BRAILLE

### RULE I—PUNCTUATION SIGNS

Sign	Meaning	Sign	Meaning
⠠	, comma	⠠ ⠠	' opening single quotation mark
⠠	; semicolon	⠠ ⠠	' closing single quotation mark
⠠	: colon	⠠ ⠠	* asterisk
⠠	. period	⠠	/ bar; oblique stroke; fraction-line sign
⠠	! exclamation point	⠠	' apostrophe
⠠	( ) opening and closing parentheses	⠠ ⠠ ⠠	. . . ellipsis
⠠ ⠠	[ opening bracket	⠠	- hyphen
⠠ ⠠	] closing bracket	⠠ ⠠	— dash
⠠	" ? opening double quotation mark; question mark	⠠ ⠠ ⠠ ⠠	— long or double dash
⠠	" closing double quotation mark		

1. The use and order of all punctuation signs follow ink-print practice.

#### 2. Quotation Marks:

Opening Double Quotation Mark ⠠ ⠠ (outer)



Closing Single Quotation Mark     ⑈ ⑈     (inner)

He said, "Sing 'Homing.'"

He said, 'Sing "Homing."'

Closing Bracket      

(said he)

[see previous chapter]

a. When a portion of a word is enclosed in parentheses or brackets, ink-print practice should be followed. Ex:



a. When dots are used to indicate the omission of letters in words, an equivalent number of dots (dot 3), unspaced, should be used. Ex:

d..n (damn)

⠠⠠⠠⠠⠠⠠⠠⠠

N.. Y... (New York)

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

b. If the omission of a complete paragraph is indicated by the ellipsis, the ellipsis should be treated as a paragraph.

## RULE II — SPECIAL BRAILLE COMPOSITION SIGNS

Sign	Meaning	Sign	Meaning
⠠⠠	number sign	⠠⠠	letter sign
⠠⠠	accent sign	⠠⠠	capital sign
⠠⠠	italic sign; decimal point	⠠⠠⠠⠠	double capital sign
⠠⠠⠠⠠	double italic sign	⠠⠠⠠⠠	termination sign

8. **Order of Punctuation and Composition Signs:** When two or more braille punctuation marks or composition signs occur together before a word or number, they are placed in the following order:

Order With Punctuation	Order With Numbers
Open parenthesis or bracket	Open parenthesis or bracket
Open quotation sign	Open quotation sign
Italic sign	Italic sign
Letter sign	Number sign
Apostrophe	Apostrophe
Capital sign	Decimal sign
Accent sign	

**Ex:**

("X marks the spot.")

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

" 'Tis true."

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

*Étude 43*

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

'59

⠠⠠⠠⠠⠠⠠⠠⠠



## 9. Capitalization:\*

[illegible]

Double capital sign     ∴ ∴  
                                  ∴ ∴

a. The capital sign, when placed at the beginning of a word, indicates that only the first letter of the word or contraction which follows is capitalized. In compound words, the capitalization should be shown as in ink print. Ex:

John Adams, Vice-President

b. The double capital sign placed at the beginning of a word indicates that all of the letters of the word, compound word, or letter-group are capitalized. It should not be repeated at the beginning of the next line in hyphenated words. **Ex:**

A SELF-MADE MAN                              

O'CONNOR

MacDONALD

SOS      CON-

**GRESS**      ●●   ●●   ●●   ●●   ●●

## 10. Italics:

[illegible]


Double italic sign      *••* *••*  
                                  *••* *••*  
                                  *••* *••*


a. The italic sign is placed before a letter, abbreviation, word, apostrophized word, or compound word or number to indicate that it is italicized. The italic sign is not to be repeated after the hyphen or the apostrophe. In a divided word, the italic sign should not be repeated at the beginning of the next line. Although italics are very common in ink print, the italic sign should be employed in braille only for distinction or emphasis. Ex:


**\*In the United States, the use of the capital sign is generally preferred; in other English-speaking countries, the capital sign is seldom used except in the embossing of schoolbooks for junior grades.**





g. The italics are unnecessary when quoted matter appears in ink print in both italics and quotation marks.

extradite      

*extradite*      

unSELFish      

*white-collar*      

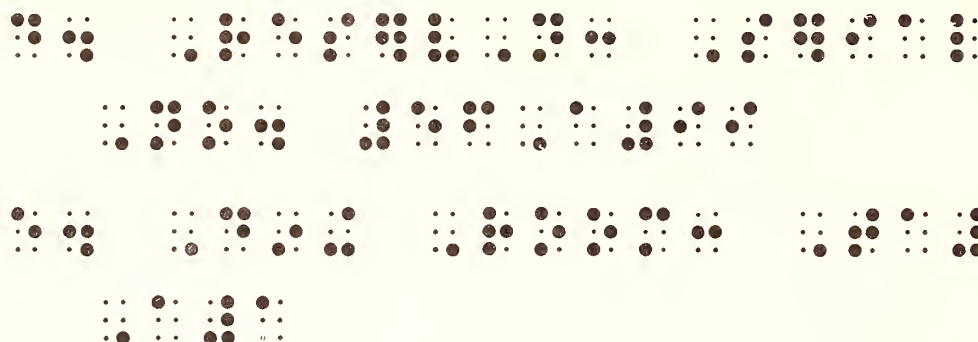
*they're*      

<i>return</i>	
<i>reproduce</i>	
<i>reelect</i>	
BASEball	
baseBALL	
merry-GO-round	
OKd (see Sec. 4-a)	









### 13. Stammering, Speech Hesitation, Spelling, Lisped Words:

a. Stammered words should not be preceded by the letter sign and should not be divided at the end of a line. In such cases, whole-word signs should not be used, and the letter or contraction preceding and following the hyphen in stammered words should be identical. Ex:

w-will	g-go	c-can	th-this
th-these	g-ghost	wh-what	wh-wh/ere

b. When single letters are spaced by hyphens, as in representing spelling, speech hesitation, or vocal sounds without word meanings, the letter sign is not required. Ex:

we-e-ek (speech hesitation)	Braille: w e e e k
c-h-e-e-s-e (spelling)	Braille: c h e e s e
br-r-r (vocal sound)	Braille: b r r r
T-H-G (Tin-Hat-Gen/eral) (abbreviated spelling)	Braille: T H G

c. In transcribing lisped words, only the th contraction should be used. Ex:

th/entury (not) thentury (for "century")

## RULE III — FORMAT

14. In so far as possible, the arrangement and format of the braille copy should follow the practice used in the ink-print text. (For special formats, see Appendix A.)

### 15. Title Pages, Contents, Dedications, Introductions, Volume Endings, etc.:

a. **Title Pages:** Title pages should include titles, sub-titles, author, publisher, copyright, number of volumes, volume number followed by inclusive braille pages in volume, transcriber's or

braille publisher's name, and year of embossing. In addition, other items should be included in accordance with standard procedures authorized by publishers, libraries, or transcribing groups.

b. **Contents Pages:** Each braille volume should include a contents page covering the materials contained in that volume. A contents page is unnecessary when omitted in ink-print copy. On the third line of a new page the word "CONTENTS" should be written at the left-hand margin and the word "VOLUME" (followed by the appropriate Roman numeral) at the right-hand margin, with a series of guide dots (dot 5) between them. Following a blank line, the word "Chapter" should be placed at the left-hand margin, and the word "Page" at the right-hand margin, with no guide dots between. After another blank line, begin the contents. The chapter numbers and/or headings should start at the left-hand margin and the braille page numbers should be placed at the right-hand margin. A series of dot 5 should be used for the guide lines, and a space should be left both after the chapter heading and before the page number. Unless there is space for two or more guide dots between the end of the chapter heading and the page number, the guide dots should be omitted, but there must be at least one space between the end of the heading and the number sign of the page number. When a long heading requires two or more lines, leave at least six spaces between the last word of each line of the heading and the right-hand margin. All continuations of chapter headings should begin in the third cell of the line. (See also Sec. 19.)

c. **Dedications, Acknowledgments, etc.,** should be centered on a separate page.

d. **Prefaces, Forewords, Introductions, etc.,** should each begin a new braille page, with their headings centered on the third line separated by a blank line from the first paragraph of context.

e. **Volume Endings:** The words "END OF VOLUME" (followed by the corresponding volume number in Roman numerals) should be centered two lines below (if possible) the last line of braille on the last braille page of each volume. Similarly, the words "THE END" should be centered on the last braille page of the last volume, without indicating the volume number.

16. **Page Numbering:** In each volume, the title page should be counted as Roman numeral one but should not carry a braille number. Following the title page, all succeeding pages in each volume, prior to beginning the actual text (such as dedications, contents, prefaces, forewords, introductions, etc.) should be numbered consecutively in uncapitalized Roman numerals. The first page of the actual text of Volume I should begin with Arabic #1, and pages of text should be numbered consecutively throughout all volumes.

17. In accordance with ink-print copy, blank lines should be left between chapter numbers and chapter headings, and the beginning of the text.

18. **Paragraphing:** A paragraph begins in the third space of a new line. Where ink print ignores paragraphing by using all capital letters in the first few words at the beginning of a chapter or section, this style variation should be avoided. Such paragraphs should be properly indented, and the normal use of capitalization should be observed. (For special format, see Appendix A.)

19. **Omissions of Copy; Editing:** When illustrations, diagrams, etc., cannot be reproduced in braille, references to them in the text generally should be avoided. In textbooks, a description in words may be included. If the braille copy is not an exact duplicate of the ink-print text, a general statement on editing of copy, and any additions or omissions of sections, should be noted after the Contents.







Chapter 4, page 50, line 5

Volume I, pp. 9-15

Pages 8 and 21

Heb. VI 9, or Heb. 6:9, or Heb. 6.9

Ruth II 6, or Ruth 2:6, or Ruth 2.6

Verses 6-10

24. **Accent Sign:** ∴ This sign is used in English texts before all letters which in ink print are marked with an accent or other mark. It should be used whenever the special braille signs for accented foreign letters are not required. (See Sec. 26.) In foreign words or phrases occurring in English texts, accented letters should be preceded by the accent sign and contractions should not be used. Anglicized words and proper names occurring in English context should be contracted in accordance with the rules governing contractions, but accented letters must not form part of a contraction. **Ex:**

café      chalêt

garçon      señor

Catherine de Médicis

Götterdämmerung

général

- bleſs/éd      ● ∴   ∴ ●   ∴ ●   ∴ ●   ● ●  
 ● ∴   ∴ ∴   ● ∴   ∴ ∴   ● ∴  
 ∴ ∴   ∴ ●   ● ∴   ∴ ∴   ● ∴



and a single letter sign before the last word. In passages of three or fewer words, each word should be preceded by the letter sign. If the passage is written in italics in ink print, the italics should be omitted. Ex:

**Greek:** Οὐκ Ἀθηναῖος οὐδ' Ἕλλην ἀλλὰ κόσμιος.

**Transliteration:** Ouk Athēnaios oud Hellēn alla kosmios.

[illegible]

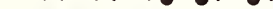
## RULE VI—ABBREVIATIONS


27. Abbreviations commonly used in ink print should be used in braille, and may be written with or without the period, in accordance with the ink-print copy. Ex:


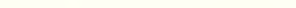
e.g. viz. M.A.

Mr. Mr

a. An abbreviation written in full capitals without periods should be preceded by the double capital sign. Neither the letter sign nor contractions should be used. Where periods are employed in ink print in such abbreviations, each letter must be preceded by a capital sign and followed by a period. Ex:

SEATO      

S.H.A.P.E.      




































DDT            LL.D.      

**EXCEPTION:** Only the uncapitalized letters of an abbreviation should be contracted. The effect of the capital sign is terminated by the use of the contraction. Ex:

Figure 1 displays the distribution of the number of non-zero elements in the input matrices for four datasets: AFofL, ATandT, A&P, and NYUers. The x-axis represents the 'Number of non-zero elements' (0 to 100), and the y-axis represents the 'Frequency' (0 to 10). The distributions are as follows:

- AFofL:** The distribution is skewed towards lower values, with a peak frequency of 10 at 10 non-zero elements.
- ATandT:** The distribution is skewed towards lower values, with a peak frequency of 10 at 10 non-zero elements.
- A&P:** The distribution is skewed towards lower values, with a peak frequency of 10 at 10 non-zero elements.
- NYUers:** The distribution is skewed towards lower values, with a peak frequency of 10 at 10 non-zero elements.

b. Abbreviations consisting of an initial letter and part of a word must be written unspaced, and must not be divided at the end of a line. **Ex:**

B.Sc.																																																																															
-------	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--







The year 1950—1950 be/ing . . .

The bill passed 403-13.

b. Although numbers joined by the hyphen do not require the second number sign, if the number is divided at the end of the line after the hyphen, the number sign should be repeated at the beginning of the following line. Where necessary, an integral number may be divided after a comma, but the number sign should not be repeated at the beginning of the following line. (NOTE: The division of integral numbers between lines should be avoided unless considerable space can be saved.) Ex:

1760-62

1760-

62

4,500,-

000

c. **Fractions:** The sign  $\frac{\cdot}{\cdot}$  represents the fraction-line, and is used to separate the numerator from the denominator. Ex:

$\frac{1}{4}$

10/100

d. In a **mixed number**, the fraction is joined to the whole number by a hyphen, and the number sign is omitted before the fraction. The fraction may not be carried over to the beginning of a new line. A whole number separated from a fraction by a space, as in stock quotations, should be treated as a mixed number. Ex:

$2\frac{1}{2}$

85 5-16

e. **Oblique Stroke:** The sign  $\cdot\cdot$  represents the oblique stroke or bar, and is used whenever the symbol it represents appears in ink print, except when it is used to denote shillings (see Sec. 31-b) or in the writing of dates (see Sec. 27-e). When an oblique stroke occurs between numbers other than fractions, the number sign should be repeated before the second number. Ex:

c/o

and/or

16/6 (16 shillings, 6 pence)

7/11/59

Model 09/52

f. The sign represents the decimal point and is placed between the number sign and the numbers of a decimal fraction. When a decimal fraction is joined to a whole number, the number sign is placed only before the whole number. **Ex:**

.7

8.93

g. **Decimal Coinage:** The sign represents the \$ and is placed before the number sign to indicate dollars. When writing dollars and cents, the decimal sign is used to separate the cents from the dollars, and it is not necessary to repeat either the dollar sign or the number sign. **Ex:**

\$8.75

\$15.22 $\frac{1}{2}$ 

h. In expressing a **definite point of time**, regardless of how it is expressed in ink print, the colon should always be used in braille to separate the hours, minutes, and seconds, and the number sign should not be repeated. **Ex:**

11:30 p.m.

1:00:15 a.m.

i. **Intervals of time** are shown in braille as follows:

6-7 a.m. (the number sign is not repeated, as both figures refer to hours)

6:15-7:45 or 6.15-7.45 (the number sign must be repeated after the hyphen, as minutes are followed by hours)

j. In general literature, the **common mathematical signs of operation** for + (plus), × (times), ÷ (divided by), and = (equals) should always be expressed in words. The special mathematical signs should be used only in mathematics and scientific texts. **Ex:**

2 + 2

4 — 2 = 2

29. **Ordinal Numbers** are formed by adding the ordinal endings “st,” “nd,” “rd,” and “th” to the cardinal numbers, and the contractions for st and th may be used. **Ex:**

1st    ⠠⠠⠠    2nd    ⠠⠠⠠⠠    3rd    ⠠⠠⠠⠠    4th    ⠠⠠⠠⠠

**EXCEPTION:** When the second and third ordinal numbers are represented in ink print by the number followed by the letter “d” only, the letters “n” and “r” respectively should be inserted in braille. **Ex:**

2d (2nd)    ⠠⠠⠠⠠    33d (33rd)    ⠠⠠⠠⠠⠠⠠

**30. Roman Numerals:** When Roman numerals are written as capital letters, a single capital sign should be used before a single letter, and a double capital sign should be used before numerals containing two or more letters. Uncapitalized Roman numerals of one or more letters should be preceded by the letter sign. **Ex:**

V    ⠠⠠    v    ⠠⠠  
XXVI    ⠠⠠⠠⠠⠠⠠    xxvi    ⠠⠠⠠⠠⠠⠠

a. When Roman numerals are connected by a hyphen or a dash, the appropriate capital sign, double capital sign, or letter sign must be repeated after the hyphen or the dash. **Ex:**

V-VI    ⠠⠠⠠⠠⠠⠠    v—vi    ⠠⠠⠠⠠⠠⠠

b. The letter sign should be placed before any letter, letters, or ordinal ending added to a Roman numeral, and contractions may be used only in English terminals. **Ex:**

XVa    ⠠⠠⠠⠠⠠⠠    XV.a    ⠠⠠⠠⠠⠠⠠⠠  
xvA    ⠠⠠⠠⠠⠠⠠    xv.A    ⠠⠠⠠⠠⠠⠠⠠  
XIIIème    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠  
XXIst    ⠠⠠⠠⠠⠠⠠⠠⠠    xth    ⠠⠠⠠⠠⠠⠠

## RULE VIII—COINAGE, WEIGHTS, AND OTHER SPECIAL SYMBOLS

**31.** When in ink print a number or letter is preceded or followed by a symbol or abbreviation for coinage, weight, measure, or other special sign, the corresponding braille symbol or abbreviation, without the period or plural “s,” should always be placed immediately before the number or letter to which it refers. All abbreviations or symbols contained in a standard dictionary may be added to the following list:

Word or Sign	Ink Abbreviation	Braille Abbreviation
annas	an	an
centimeters	cm	cm
cents	¢	c



Word or Sign	Ink Abbreviation	Braille Abbreviation
chapters	ch	ch
degrees	dg or °	dg
deutsche marks	dm	dm
dollars	\$	lower d
dozens	dz	dz
examples	ex	ex
farthings	f	f
feet	ft or '	ft
florin	fl	fl
francs	fr	fr
gallons	gal	gal
grains (also grams)	gr	gr
guineas	g	g
hours	hr	hr
hundredweight	cwt	cwt
inches	in or "	in
kilocycles	kc	kc
kilocycles per second	kc/s	kc/s
kilometers	km	km
kilowatts	kw	kw
line	l or ll	l
lire	l	lr
megacycles	mcg	mc
megacycles per second	mcg/s	mc/s
meters	me	mt
miles	m or mi	m
millimeters	mm	mm
mills	m or mi	ml
minutes	min or '	min
ounces	oz	oz
pages	p or pp	p
paragraph	par or ¶	par
pence	d	d
per cent	%	dots 2-5, p
pesetas	p	ps
pesos	p	po
pints (also points)	pt	pt
pound (Australian)	£A	la
pound (sterling)	£	l
pounds (weight)	lb or #	lb
quarters	qr	qr
quarts	qt	qt
roubles	r	rou
rupees	rp	rp
seconds	sec or "	sec
section	sec or §	s, dot 3
shillings	s	s
stones	st	st
tons	t	t
volumes	v	v
yard	yd	yd





- b. End of foot sign |     ::  
                                   ••
- Caesura sign ||        :: ::  
                                   •• ••

These signs should be preceded and followed by a space. Where a foot sign occurs within a word, the hyphen, followed by a space, is used after the syllable ending the foot. Contractions may be used in scansion where stressed or unstressed syllables are not shown. Ex:

Still       st/ands       the       |       forest       pri-       |  
 :: ::    :: •• ::    ::    ::    ::    ::    ::    ::    ::    ::  
 ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••

             meval,               ||       the       |       murmuring  
 ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••  
 ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••

|       pines       and the       |       hemlocks.  
 ::    ::    ::    ::    ::    ::    ::    ::    ::    ::    ::    ::    ::    ::  
 ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••

c. Where detailed scansion is not required, the accent sign  $\acute{\cdot}$  is used to indicate stressed syllables. Contractions may be used except where the stressed vowel is part of a contraction. Ex:

Still       st/ands       the       fōrest  
 :: ::    :: •• ::    ::    ::    ::    ::    ::    ::    ::    ::  
 ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••

             primēval,               the       mūrming  
 ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••  
 ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••

             pīnes       and the       hēmlocks.  
 ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••  
 ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••    ••

### RULE X — GENERAL USE OF CONTRACTIONS

34. Contractions forming parts of words should not be used where they would obscure the recognition or pronunciation of a word.

a. Contractions may be used:

(1) Where the letters of the contraction are in the same syllable. Ex:

st/and/ing

with/er/ed

in/form

(2) Where the letters of the contraction would overlap a minor and/or incidental syllable division. Ex:

handle

sofa

tiny

Reno

astring/ent

b. However, a contraction must not be used:

(1) Where the usual braille form of the base word would be altered by the addition of a prefix or suffix. **Ex:**

uneasy          unlessoned          dis/ingenuous          squally          fruity

**EXCEPTION:** The ea and the double letter signs bb, cc, dd, ff, and gg should be used even where a word ending or a suffix is added to the base word. **Ex:**

seaman          eggplant          ebb/ing          stiffly

(2) Where it would violate the primary division between a prefix or a suffix and the base word. **Ex:**

mishandle          mistrust          predate          infrared  
prounion          twofold          freedom          changeable

(3) Where a primary division occurs between the prefix and the root of a word. (See 34-c below.) **Ex:**

reduce          edict          benediction          erupt          profess  
deduce          predict          malediction          erect          profound

(4) Where base words are joined to form a compound word. **Ex:**

sweetheart          stronghold          blowhard          painstaking  
stateroom          pineapple          indiarubb/er          kettledrum

(5) Where the use of contractions would disturb the pronunciation of a digraph or trigraph (two or more letters pronounced as one sound). **Ex:**

sphere          Boone          hoity-toity          tableau

(6) Where two adjoining consonants are pronounced separately. **Ex:**

shanghaied          isinglass          nightingale          din/ghy  
andante          lingerie          towhee

(7) Where the use of a contraction would cause difficulty in pronunciation. **Ex:**

Airedale          battledore          roseate          tweedledum          caveat  
skedaddle          genealogy          impermeable          oleagin/ous

c. **GENERAL EXCEPTION:** Contractions should be used in such easily read words as:

ar/ound          arise          arose          acknowledge  
baroness          gover/ness          drought          doughty

35. Unless their use violates any of the principles of the Rules of English Braille, where there is more than one possible choice in the use of contractions, the selection should be made on the following bases:

a. Preference should be given to the contractions which save the greatest amount of space. **Ex:**

Leand/er (not) Leander	with/er (not) wither
one/ness (not) oneness	th/ence (not) thence
bubble (not) bubble	

b. One-space contractions should be used in preference to two-space contractions as parts of words. **Ex:**

prisoner (not) prisoner	adher/ed (not) adhered
opponent (not) opponent	adher/ent (not) adherent
stoned (not) st/oned	adher/er (not) adherer
haddock (not) haddock	

**EXCEPTION:** The contraction for **ence** should be used before the letters "d" or "r." **Ex:**

commenced (not) commenced	silencer (not) silencer
---------------------------	-------------------------

c. Where a choice must be made between two consecutive contractions in order to avoid misspelling, preference should be given to the contraction which more nearly approximates correct pronunciation. **Ex:**

wh/er/ever	dispirit/ed	coher/ence
------------	-------------	------------

#### RULE XI — ONE-CELL WHOLE-WORD CONTRACTIONS

Sign	Word	Sign	Word	Sign	Word
⠠	but	⠠	just	⠠	rather
⠠	can	⠠	knowledge	⠠	so
⠠	do	⠠	like	⠠	that
⠠	every	⠠	more	⠠	us
⠠	from	⠠	not	⠠	very
⠠	go	⠠	people	⠠	will
⠠	have	⠠	quite	⠠	it



Sign	Word	Sign	Word	Sign	Word
⠠⠠⠠	you	⠠⠠⠠	of	⠠⠠⠠	this
⠠⠠⠠	as	⠠⠠⠠	the	⠠⠠⠠	which
⠠⠠⠠	and	⠠⠠⠠	with	⠠⠠⠠	out
⠠⠠⠠	for	⠠⠠⠠	child	⠠⠠⠠	still
		⠠⠠⠠	shall		

36. When any of the above one-cell whole-word contractions is separated by a space from other letters or contractions, it is read as a word. However, these contractions may be preceded by the contractions for to, into, and by. Ex:

You can have this can of fruit.

He will make a new will.

to have                      by that                      into it

a. One-cell whole-word contractions may be joined to other words by the hyphen to form genuine compound words, but, with the exception of and, for, of, the, and with, they may not be used to form parts of words when divided at the end of the line. Ex:

still-life	so-called	merry-go-round	out-of-the-way
childish	stillness	moreover	for/th/with
with- out	which- ever	more- over	

b. One-cell whole-word contractions may be used when followed by the apostrophe in familiar combinations. However, they should not be used after the apostrophe, nor in rare or colloquial forms. Ex:

can't	you'll	you're	that's	it's
people's	child's	d'you	more'n	you'n

c. One-cell whole-word contractions may be used to represent proper names. Ex:

Thomas More                      Will Rogers

37. The word signs a, and, for, of, the, and with should follow one another without a space between if there is no natural pause between them. If in doubt about the pause, they should be joined. They should not be written together when punctuation or composition signs occur between them. Ex:

He is with the officer of the watch.

The end of a perfect day.

And of course you are right.

And, of course, you are right.

Him we th/ink of and love.

and The Lord said

GONE WITH THE WIND

Prepare for *the* sacrifice.

## RULE XII — ONE-CELL PART-WORD SIGNS

Sign	Contraction	Sign	Contraction	Sign	Contraction
⠠	and	⠠	sh	⠠	st
⠠	for	⠠	th	⠠	ar
⠠	of	⠠	wh	⠠	ble
⠠	the	⠠	ed	⠠	ing
⠠	with	⠠	er	⠠	en
⠠	ch	⠠	ou	⠠	in
⠠	gh	⠠	ow		

38. The one-cell signs above must be used as parts of words wherever the letters they represent occur, except when specific rules limit their use. (See Rule X.) Ex:

st/and	for/th	often	theater	with/out	ch/erish
wh/arf	sh/ow/er/ing	allowable	sigh/ed	invent	

a. The contractions for “ble” and “ing” must never begin a word. However, they may be used in the middle or at the end of a word, and at the beginning of a line in a divided word. Ex:

ingrown	Inge	astring/ent	ling/er	bring/ing
blemish	problem	dou/ble	trou- bles	“Sing- ing,”

- b. One-cell part-word contractions should be used in proper names. **Ex:**

Thelma                      Goethe                      Chatham                      Ed/en

(but not in)

Stalingrad

Shanghai

- c. The part-word contractions **and**, **for**, **of**, **the**, and **with** should be used in preference to other contractions, provided their use does not waste space. **Ex:**

office (not) office                      bathed (not) bath/ed

other (not) oth/er                      then (not) th/en

calisthenics (not) calisth/enics                      Leand/er (not) Leander

with/er (not) wither                      th/ence (not) thence

afford (not) afford

- d. The contraction for **st** may be used for the abbreviations for **St.** (Saint) or **St.** (Street).

- e. Part-word signs which have no whole-word meanings may be contracted when they stand alone, e.g., **Ed** (name), **er** (vocal sound), **Ow!** (exclamation). However, the contractions for **en** and **sh** must not be used alone, since these contractions represent the whole-words for "enough" and "shall."

### RULE XIII — LOWER SIGNS

Sign	Contraction	Punctuation	Sign	Contraction	Punctuation
⋮	ea	,	⋮	were gg	( )
⋮	be bb	;	⋮	his	" ?
⋮	con cc	:	⋮	in	
⋮	dis dd	.	⋮	into	
⋮	en enough		⋮	was by	"
⋮	to ff	!	⋮	com	-

39. The lower signs which represent the words "be," "enough," "were," "his," "in," and "was" may be preceded by the capital and/or italic sign, but must not be in contact with any other letter, contraction, word, or punctuation sign. **Ex:**

It may be.

En/ou/gh's en/ou/gh.

So you were.

These were *his* books.

"Were **they** his?"

Arriving (in time) I walked in.

Was it as you th/ought it was?

The would-be actor.

"Was he a good-en/ou/gh player?"

So you were—were you?

My mother-in-law is my only in-law.

40. Any number of lower signs should follow one another without a space if one of them is in contact with a sign containing dot 1 or dot 4. Although the italic sign contains a dot 4, it is not to be considered an upper sign.

a. Two or more lower signs must not follow one another when they are not in contact with an upper sign containing a dot 1 or a dot 4. **Ex:**

Was **that** *his*?

in-  
duce

"dis-  
play"

con-  
duct

b. When two or more lower-sign contractions follow one another without being in contact with an upper sign, the final lower-sign contraction must not be used. **Ex:**

comin'

to con-  
cur

to disen-  
gage

He is to be a man.

41. There should be no space between the lower-sign contractions **to**, **into**, and **by** and the word which follows if there is no natural pause between them. If in doubt about the pause, they should be joined. Wherever "into" must be written out, the **in** sign should be used. **Ex:**

I meant to get into town by noon.

It was referred to yest/er/day.

He was passed by while others were taken.

What trou/ble have you gotten into this time?

to and fro

to or from

by and by

by and large

a. The lower signs **to**, **into**, and **by** may not be contracted before any punctuation sign, but may be used before composition signs and abbreviations for special ink-print symbols. They should not be used as parts of words or in compound words. **Ex:**

They voted by "yeas" and "nays".

They came to (verbal) blows.

Give it to 'im.

"To err is human."



Pay up to \$16.

It was by default.

It last/ed from 1914 to 1918.

Increase it by 3%.

tow/ards

tobacco

to-do

b. The contractions for **to**, **into**, and **by** should not be used when they are preceded and followed by a capital sign or when they are preceded and followed by an italic sign. **Ex:**

HOME TO INDIA

By Jove!

*by default*

42. The lower contractions for **ea** and the double-letter signs **bb**, **cc**, **dd**, **ff**, and **gg** must be used only when these letters occur between letters and/or contractions within a word. They must never begin or end a word. **Ex:**

mean

realize

eat

sea

seas

rubb/ed

tobacco

add

cuff

eggs

a. They should not be used when in contact with a hyphen or an apostrophe. **Ex:**

sea-island

sou'east

ebb-tide

sh/eriff's

rea-  
son

"add-  
ed"

b. These contractions must not be used where the letters are separated by a primary syllable division. (See 34-b-2.) **Ex:**

preamble

agreeable

readjust

dumbbell

headdress

permeable

subbasement

wiseacre

**EXCEPTION:** The signs for **bb**, **cc**, **dd**, **ff**, and **gg** may overlap syllable divisions which occur between a prefix and the root of a word, since to use them would not obscure recognition. **Ex:**

accept

address

affect

aggressive

c. Always use any alternative one-cell contraction in preference to **ea** and the double-letter signs. **Preferences:**

ar to ea

as in

near

heart

bear

ble to bb

as in

bubble

dabble

ch to cc

as in

sacch/ar/ine

bacchanal

ed to dd

as in

peddle

meddle

of to ff	as in	office	proffer
for to ff	as in	effort	afford

d. However, where the same space is saved, use any lower one-cell contraction in preference to a two-cell contraction. Preferences:

dd to had	as in	Haddon Hall	haddock
en to one	as in	opponent	
en to here	as in	adher/ent	

43. The lower part-word contractions **be**, **con**, and **dis** may be used only as syllables at the beginning of a word or at the beginning of a line in a divided word, except that they may be used after a hyphen in a compound word. They may not be used when in contact with a hyphen in a divided or in a syllabized word. Ex:

believe	dish	un- becoming	dis- pleasure
concept	indistinct	disconnect	Congress
self-control	dis-con-cert (syllabizing)		

a. The contractions for **be**, **con**, and **dis**, when used in a complete word, should be used in the abbreviation of the word. They must not be used if they comprise the entire abbreviation, nor may **con** be used as a whole word. Ex:

conj. (conjunction)	con. (concerto)
cont. (continued)	pro and con
dist. (district)	

b. The contractions **be**, **con**, and **dis** must never be used before the apostrophe, but they may follow it. Ex:

O'Connor	be'ave	dis'armony
----------	--------	------------

44. The lower part-word contraction **com** may be used at the beginning of a word or of a line in a divided word, but it need not be a syllable. It must never be used in contact with a hyphen, a dash, or the apostrophe. It may be used after the capital sign. Ex:

commence	Comb	Com'ere
come	com/ing	Company
com- mence	I will—come what may.	Will 'e 'commodate me?

## RULE XIV — INITIAL-LETTER CONTRACTIONS

## Dot-5 Contractions

Sign	Letters	Sign	Letters	Sign	Letters
	day		name		work
	ever		one		young
	father		part		there
	here		question		character
	know		right		through
	lord		some		where
	mother		time		ought
			under		

## Dots 4-5 Contractions

Sign	Letters	Sign	Letters	Sign	Letters
	upon		these		whose
	word		those		

## Dots 4-5-6 Contractions

Sign	Letters	Sign	Letters	Sign	Letters
	cannot		many		world
	had		spirit		their

45. Initial-letter contractions may be used either as words or parts of words when they retain their original sound. Ex:

Used				Not Used
day	day/time	dogdays	yest/er/day	whaddaya (dialect)
ever	everywhere	several	lever	evert    sever/ity    fever
father	fatherly	grand/father	step-father	.....
here	here/with	adheres	cohere	heresy    sphere (see b. below)
know	knows	unknown	acknowledge	.....
lord	lordly	over/lord		.....
mother	motherly	smother/ed	grand/mother	.....
name	namely	renamed	surname	enamel
one	(see a. and b. below)			.....
part	partial	particular	repartee	Par/thenon (see c. below)
question	questionnaire	unquestionable		.....
right	rightly	sprightly	bright	.....
some	(see d. below)			(see d. below)
time	times	timer	maritime	centime    centimeter    Mortimer
under	undertake	blunder	th/under	bound/er    launder    underived
work	work/ing	unworkable	handywork	.....
young	young/st/er	youngest		.....
there	there/in	thereby		ethereal    gathered
character	characteristic	characterize		.....
through	through/out			.....
where	where/in	where/upon	nowhere	(see f. below)
ought	oughtn't	bought	th/ought/less	Hou/ghton
	doughty	drought		
upon	there/upon			coupon
word	word/ing			sword
these	these			theses
had	hadn't	hadji	Hadley	hades    shade (see e. below)
many	manysided	Ger/many		.....
spirit	spiritual	unspirit/ed		(see f. below)
world	worldly	under/world		.....
their	theirs			.....



## EXCEPTIONS

a. The contraction for **one** may be used whenever “o” and “n” are both in the same syllable, but it should not be used when the “n” begins a new syllable. **Ex:**

<b>one/ness</b>	<b>money</b>	<b>phone</b>	<b>monetary</b>	<b>hone/st</b>
<b>phonetic</b>	<b>pioneer</b>	<b>colonel</b>	<b>coronet</b>	<b>anemone</b>

b. Whenever “d,” “r,” or “n” follows “one” or “here,” the contractions for **ed**, **er**, and **en** should be used in preference to the contractions for **one** and **here**. **Ex:**

<b>poisoned</b>	<b>prisoner</b>	<b>sooner</b>	<b>oner/ous</b>	<b>component</b>
<b>adher/ed</b>	<b>adher/er</b>	<b>coher/ent</b>		

c. The contraction for **part** must always be used unless the prefix “par” is followed by any variation of the word “take.” **Ex:**

<b>party</b>		<b>partial</b>		<b>impartial</b>
<b>partake</b>	<b>partaken</b>	<b>partaker</b>	<b>partakes</b>	<b>partaking</b> <b>partook</b>

d. The contraction for **some** should be used only where the letters it represents retain their original sound, and where they form a complete syllable in the base word. **Ex:**

<b>some/times</b>	<b>hand/somer</b>	<b>hand/some/st</b>
<b>blossomed</b>	<b>gasometer</b>	<b>somersault</b> <b>chromosome</b>

e. Any alternative one-cell contraction should be used in preference to the contraction for **had**. **Ex:**

<b>haddock</b>	<b>Haddon Hall</b>	<b>shadow</b>
----------------	--------------------	---------------

f. Where a choice must be made between two consecutive contractions to avoid misspelling, preference should be given to the contraction which more nearly indicates correct pronunciation. **Ex:**








<b>wh/er/ever</b>	<b>wh/ere'er</b>	<b>dispirit/ed</b>
-------------------	------------------	--------------------

## RULE XV — FINAL-LETTER CONTRACTIONS


## Dots 4-6 Contractions

Sign	Letters	Sign	Letters	Sign	Letters
⋮ ⋮ ⋮	ound	⋮ ⋮ ⋮	sion	⋮ ⋮ ⋮	ount
⋮ ⋮ ⋮	ance	⋮ ⋮ ⋮	less		

## Dots 5-6 Contractions

Sign	Letters	Sign	Letters	Sign	Letters
	ence		ful		ment
	ong		tion		ity
			ness		

## Dot-6 Contractions

Sign	Letters	Sign	Letters
	ation		ally

46. Final-letter contractions should be used in the middle or at the end of a word, or at the beginning of a line in a divided word. They may never begin a word nor be used alone as a whole word, nor should they be used when preceded by the hyphen or the apostrophe. **Ex:**

grey'ound                  'Tion!                  con-sti-tu-tion                  useless-  
ness

Used				Not Used			
ound	found	foundry		'ounds			
ance	ch/ancellor	Frances		ancestor			
sion	confusion	expression/less		Sion			
less	bless/ing	careless		less	lesson	lessee	
ount	country	county	amount	.....			
ence	fences	commence/ment	th/ence	encephalitis			
	(see a. below)						
ong	mongrel	pongee	tongue	congruous	incongruous		
ful	carefully	cheer/ful		fulfill	unfulfilled		
tion	diction	fractional		.....			
ness	finesse	business	Ten/nessee	Nesselrode			
	(see b. below)			(see d. below)			
ment	memento	com/ment		mental			
ity	pity	deity		hoity-toity (see c. below)			
ation	(see d. below)			(see d. below)			
ally	rally/ing	usually	really	ally	re-ally (see c. below)		

**EXCEPTIONS**

- a. The contraction **ence** should be used when followed by “d” or “r.” **Ex:**

**com/menced**                      **silencer**

- b. The contraction **ness** should be used in such easily read words as:

**baroness**                      **gover/ness**                      **lioness**

but not in:

**chieftainness**

- c. The contractions **ity** and **ally** should not be used where “y” has been added to a base word. **Ex:**

**fruity**                      **squally**

- d. The contraction **ation** should be used in preference to the letter “a” and the contraction **tion**. **Ex:**

**education**                      **st/ation/ary**                      **ration**

**RULE XVI — SHORT-FORM WORDS**

ab	about	chn	children	o’c	o’clock
abv	above	concv	conceive	onef	oneself
ac	according	concvg	conceiving	ourvs	ourselves
acr	across	cd	could	pd	paid
af	after	dcv	deceive	percv	perceive
afn	afternoon	dcvg	deceiving	percvg	perceiving
afw	afterward	dcl	declare	perh	perhaps
ag	again	dclg	declaring	qk	quick
agst	against	ei	either	rcv	receive
alm	almost	fst	first	rcvg	receiving
alr	already	fr	friend	rjc	rejoice
al	also	gd	good	rjcg	rejoicing
alth	although	grt	great	sd	said
alt	altogether	herf	herself	shd	should
alw	always	hm	him	sch	such
bec	because	hmf	himself	themvs	themselves
bef	before	imm	immediate	thyf	thyself
beh	behind	xs	its	td	today
bel	below	xf	itself	tgr	together
ben	beneath	lr	letter	tm	tomorrow
bes	beside	ll	little	tn	tonight
bet	between	mch	much	wd	would
bey	beyond	mst	must	yr	your
bl	blind	myf	myself	yrf	yourself
bri	braille	nec	necessary	yrvs	yourselves
		nei	neither		

47. Short-form words should be used alone or as part of a word. **Ex:**

acly (accordingly)	afws (afterwards)	bess (besides)
undcvd (undeceived)	fstly (firstly)	belled (belittled)

a. Short-form words must not be divided at the end of a line, but they may be separated from any syllable addition. **Ex:**

imm- ly	(not)	im- mly	(immediately)
percv	(not)	per- cv	(perceive)
mis- concv	(not)	miscon- cv	(misconceive)

b. A short-form word should be used as the whole proper name only. **Ex:**

Louis Brl (Braille)	Thomas Ll (Little)
(but not)	
Hapgd (Hapgood)	Dool (Doolittle)

c. An addition may be made to a short-form word provided it does not result in incorrect spelling. **Ex:**

declar/ation	(not)	dclation	(declaration)
--------------	-------	----------	---------------

d. An addition may be made to a short-form word only if it retains its original meaning and would not obscure recognition of the word. **Ex:**

mstn't (mustn't)	(but not in)	mustache
afmath (aftermath)	(but not in)	rafter
lrpress (letterpress)	(but not in)	bloodletter (a bleeder)

e. An addition may be made to a short-form word provided the combination does not violate lower-sign rules. (See Sec. 43.) **Ex:**

preconceive	(not)	preconcv
pre- concv	(not)	pre- concv

f. An addition may be made to a short-form word provided the combination could not be mistaken for, or have the appearance of, another word. The short-form words for "after," "blind," or "friend" should not be used when followed by a vowel. However, they may be used when followed by a consonant. **Ex:**



Used			Not Used			
blindfold	blind/ness	purblind	blinder	blindage	blinded	blindest
friendly	friend/ship	friends	befriended			
afterbirth	there/after		aftereffect	afterimage		

g. A short-form word must not be used if it would cause confusion in pronunciation or in the recognition of an unusual word. Ex:

stirabout (a porridge)	(not)	stirab
Port Said	(not)	Port Sd



Similarly, the lighter (or single) horizontal lines should be represented by braille lines of dots 2-5, and the lighter perpendicular lines by columns of dots 4-5-6. At least one blank cell should precede and follow each perpendicular line, although no blank lines should be left between the horizontal lines and the material which precedes or follows them, except that a blank line should be left both before the first horizontal line of the table and following the last line ending the table.

(3) If space does not permit the inclusion of the perpendicular rules (or lines) in braille, the horizontal lines should usually be retained, particularly the beginning and ending lines. At least two blank cells should be left between each column of the braille table, including column headings, even though this may necessitate using more than one braille line for the information given in the first column at the margin, as well as the column headings.

(4) Condense and abbreviate column headings as necessary.

(5) Do not divide integral numbers into two lines in order to fit them into the columns.

(6) Insert leaders (guide lines of dot 5) if there are wide spaces between columns, whether or not perpendicular lines are used, to aid the reader in following the braille lines across the page from column to column.

(7) Insert dashes  $\ddots \ddots$  in columns to indicate blanks or omissions in the ink-print table.

(8) If a table must be continued on a succeeding page, or pages, the title of the table must be repeated at the top of each braille page (abbreviated if necessary), with the word "Continued" at the end. The rulings and headings of each column should be repeated in the same manner as on the first braille page of the table.

(9) Footnotes to tables should be placed at the bottom of the same braille page on which references to them appear. (See 22-c.)

(10) Sometimes it is feasible to emboss a table in tabular form on two facing braille pages. In such cases, the table should begin on the left-hand page. (In hand-transcribed or one-side braille, this requires the front side of the page to be blank, although the braille page number should be placed in the upper right-hand corner of the blank side). Follow the procedures listed in (1)-(9) above. Additionally, on the left-hand page, insert the following note (with a blank line both preceding and following) between the title and the table itself: "Read this table across facing pages." On the right-hand page, insert the braille page number in the usual position in the upper right-hand corner. Begin the table on the same braille line it begins on the left-hand page, leaving all lines blank until this line is reached. Be sure to continue the copy line-for-line so that the reader can follow it line-for-line across the two facing braille pages. The information in the first column of the left-hand page may be repeated as the first column of the right-hand page as an aid to the reader. If such a table is not completed in the first set of two facing braille pages, it may be continued in like manner on succeeding facing pages. However, it is not necessary to repeat the note on the left-hand page of succeeding pages.

The table at the top of page 46 can be spaced to fit in columnar form on a 25-line, 36-cell page:

c. If a table is too wide to fit into the braille line in columnar form, the material can be written in paragraph form, and the table may follow the ink-print sequence of text if this does not break into context; otherwise, it should be placed on a separate page, or pages, in accordance with



**STATISTICS ON ORDERS, INVOICES, AND GIFTS,  
FISCAL YEAR 1942 AND 1943**

	1943	1942
Items ordered.....	35,545	26,639
Invoices received.....	6,481	5,523
Invoices certified for payment.....	5,469	5,597
Gift request sent.....	3,958	2,057
Acknowledgments of gifts.....	5,238	4,401
Serial items checked in.....	531,529	120,240

Sec. a, above. In embossing a table in paragraph form, observe the following:

(1) Leave a blank line preceding and following the title of the table.

(2) Indent two spaces, and insert the following note (which may necessitate some slight rewording of the column headings to conform with good English usage and to provide clarity):

Note: In this table, columns follow each other in this order: Heading of Column I, followed by a colon; then the headings of Columns II, III, IV, etc., each followed by a semi-colon.

(3) Leave another blank line, and then begin the actual text of the table at the margin, starting with the information in the first line of the first column, followed by a colon. Continuing on the same braille line, follow across the first line of the ink-print table with the information from the second column followed by a semicolon, the material from the third column followed by a semicolon, etc.

(4) Only the first braille line of each ink-print line of the table should begin at the margin, all runovers beginning in the third cell.

(5) Always repeat the dollar sign, per cent sign, year, bushels, etc., for each term of each column.

(6) Where there are blanks or dashes in the ink-print table, indicating omission or lack of information, a dash ⠄ followed by a semicolon should be inserted in braille, so that the braille line will follow the columns in consecutive order and the lack of information will be apparent to the reader.

(7) Footnotes to tables should be placed at the bottom of the same braille page on which references to them appear. (See 22-c.)

Following is a sample table showing the original ink-print and the braille format:



**STATISTICS OF SERVICE OF THE LAW LIBRARY,  
FISCAL YEARS 1942 AND 1943**

Services	1943		1942	
	In Main Building	At the Capitol	In Main Building	At the Capitol
Number of readers.....	18,835	5,954	30,914	6,517
Number of books issued for use inside Library....	49,538	13,273	.....*	.....*
Number of books issued for use outside Library..	5,170	2,659	5,724	6,319
Reference inquiries and requests for books received by telephone.....	32,516	3,911	34,563	9,327
Reference inquiries answered by correspondence.	365	190	375	191

\*Record not kept.

**Braille Format**

**STATISTICS OF SERVICE OF THE LAW LIBRARY,  
FISCAL YEARS 1942 AND 1943**

Note: In the following table the service rendered is followed by the statistics In Main Building for 1943; by the statistics At the Capitol for 1943; by the statistics In Main Building for 1942; by the statistics At the Capitol for 1942:

Number of readers: 18,835; 5,954; 30,914; 6,517.

Number of books issued for use inside Library: 49,538;  
13,273; .....\*; .....\*.

Number of books issued for use outside Library: 5,170; 2,659;  
5,724; 6,319.

etc.

\*Record not kept.

6. **Test Materials:** Test materials should be embossed in braille in such a manner that there will be a minimum of time lost in reading by the blind person being tested. In general, it is recommended that the following practices be used:

- a. Begin each test on a new braille page.
- b. Do not divide words at the end of lines.
- c. In so far as possible, avoid carrying parts of questions over to another braille page.

If a question is too long to be completed on one braille page, without undue waste of space, divide the question at a logical break in thought which will minimize referring back and forth between the braille pages.

d. In tests which direct that the answers be written on a separate sheet, list all answer choices in column form, and complete each choice on a single braille line if the choice itself does not require more than one braille line.

e. In tests employing the underscoring method, it is not necessary to write the choices in column form, but each answer choice should be completed on the line of braille on which it begins, if it does not itself require more than one braille line. In order to give adequate space for underscoring, leave a blank line after each answer choice.

f. In true-false tests (which are designed for underscoring), write the question first, and the letters "T" and "F" (omitting the capital or letter sign and parentheses) at the end of the question. The "T" and the "F" should be separated by two braille spaces from the end of the question, and from each other. Blank lines should be left between questions to facilitate underscoring.

7. **Outlines:** In writing outlines, considerable space can be saved by using the following form:

(1) Begin each main division in the third cell of the braille line.

(2) Indent successively two additional cells for the beginning of each subdivision.

(3) Bring all runovers of each main division, or subdivision, to the margin. Ex:

```

I. ....
.....

    A. ....
    ....

        1. ....
        ....

            a. ....
            ....

                (I) ....
                ....

                    (A) ....
                    ....

                        etc.
  
```

8. **Plays and other dramatic materials** should be reproduced in the following form:

a. **Stage Directions:**

(1) *Italics* should be omitted for all stage directions, settings, etc., and the braille parentheses should be substituted for all brackets found in the ink-print copy.

(2) Stage settings of scenes should be written in paragraph form.

(3) Stage directions for coming on and off stage, including runovers, should be indented four spaces.

**b. Characters:**

(1) Omit italics in names of characters introducing dialogue, but include them where they appear **in dialogue** for voice emphasis. Use only the single capital sign before all names of characters.

(2) The names of all characters should begin at the margin, and all runovers of dialogue should be indented two spaces. Never center names of characters.

(3) The name of each character should be followed by a period, and the dialogue should begin on the same line.

c. Each act and scene, as well as the list of characters, etc., should always begin a new page.

d. **Poetry:** Where plays are printed in poetic form, begin the first line of dialogue on the same line with the name of the speaker, after the period. All other lines of poetry should be indented two spaces, and all runovers should be indented four spaces, to preserve the poetic form. Stage directions for coming on and off stage, including runovers, should be indented six spaces.

## APPENDIX B — FOREIGN LANGUAGES

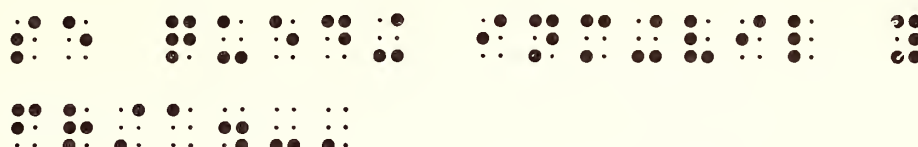
(See Rule V, Sections 24-26.)

### 1. French Accented Letters:

Sign	Letter	Sign	Letter
•• •• ••	ç cedilla	•• •• ••	ô circumflex
•• •• ••	é acute	•• •• ••	û circumflex
•• •• ••	à grave	•• •• ••	ë with diaeresis
•• •• ••	è grave	•• •• ••	ï with diaeresis
•• •• ••	ù grave	•• •• ••	ü with diaeresis
•• •• ••	â circumflex	•• •• ••	æ diphthong
•• •• ••	ê circumflex	•• •• ••	œ diphthong
•• •• ••	î circumflex		







Sign	Letter
•• ••	ŭ modified
•• ••	ö modified

Sign	Letter
••	ã modified

Sign	Diphthong
⋮ ⋮ ⬤	æ diphthong
⋮ ⬤ ⋮	œ diphthong

Sign	Vowel Sign
⋮	Long vowel sign -
⋮	Short vowel sign ~

poeta    ●●   ●:   ●:   :●   ●:

## 6. Greek:

Sign	Greek Letters			English Transliteration
Α α	A	α	alpha	a
Β β	B	β	beta	b
Γ γ	Γ	γ	gamma	g
Δ δ	Δ	δ	delta	d
Ε ε	E	ε	epsilon	e
Ζ ζ	Z	ζ	zeta	z

Sign	Greek Letters			English Transliteration
•• •• ••	H	η	eta	ē
•• •• ••	Θ	θ	theta	th
•• •• ••	I	ι	iota	i
•• •• ••	K	κ	kappa	k
•• •• ••	Λ	λ	lambda	l
•• •• ••	M	μ	mu	m

Sign	Greek Letters			English Transliteration	Sign	Greek Letters			English Transliteration
⠠	N	ν	nu	n	⠠	T	τ	tau	t
⠠	Ξ	ξ	xi	x	⠠	Υ	υ	upsilon	y, u
⠠	Ο	ο	omicron	o	⠠	Φ	φ	phi	ph, f
⠠	Π	π	pi	p	⠠	Χ	χ	chi	ch, k
⠠	Ρ	ρ	rho	r, rh	⠠	Ψ	ψ	psi	ps
⠠	Σ	σ or ς	sigma	s	⠠	Ω	ω	omega	ō

b. Other Special Signs:

Sign	Meaning	Sign	Meaning
⠠	Iota subscription	⠠	Question mark (written in ink print as a semicolon)
⠠	Spiritus asper (rough breathing)		

## APPENDIX C — OTHER GRADES OF BRAILLE

### SPECIAL BRAILLE CODES

1. **Other Grades of Braille:** While English Braille Grades 1 and 2 constitute the official systems in English-speaking countries, the following systems are also extant, manuals for which may be obtained from the American Printing House for the Blind, 1839 Frankfort Avenue, Louisville 6, Kentucky:

a. **Revised Braille Grade 1½:** This system is much less contracted than English Braille Grade 2, employing only 44 one-cell contractions. Its use has been confined mainly to the United States, where it was the official code from 1918-1932.

b. **Grade 3 Braille:** This system is an extension of Grade 2, by using additional contractions and short-form words, and by the use of outlining (the omission of vowels). Grade 3 contains more than 500 contracted forms and is used mainly by individuals for their personal convenience.

c. **Braille Shorthand:** This system is designed for use by blind stenographers, and consists of highly contracted forms for writing words, phrases, and letter groups of frequent occurrence in commercial usage.

2. **Special Braille Codes:** In addition to literary braille, specialized braille codes are employed for the writing of music, mathematics, and scientific formulas. Special codebooks covering these notations are available from the American Printing House for the Blind, 1839 Frankfort Avenue, Louisville 6, Kentucky.

## APPENDIX D — DIACRITICS AND PHONETICS

1. **Diacritics:** The following system of braille diacritics has been devised for the written representation of word pronunciations in text materials, glossaries, and dictionaries. It will be noted that this braille diacritical code is somewhat simplified, and that many minor differences of pronunciation have been grouped under each mark, such grouping being based on the table of "Symbols Used to Indicate Pronunciation without Respelling" as given in WEBSTER'S NEW COLLEGIATE DICTIONARY; Second Edition. Where the less abridged pronunciation is employed in books being embossed, the brailist will have to refer to the above table for guidance in editing copy for transcription. Since readers generally are not familiar with diacritics, it is recommended that, except in books for students, braille representations of pronunciation be omitted.

a. **Table of Diacritics:** The following braille characters represent only the diacritical marks, and not the letter and the mark. Thus, diacritical marks should always be followed immediately by the braille letters which they affect.

### Italics:

- ⠠      Italic sign. This sign affects all the letters of a word which follow it, unless its force is terminated by dots 6, 3. When the italic sign occurs in the pronunciation, its termination is not necessary.
- ⠠⠠      Italic separation sign. This sign is used to terminate the force of an italic in the middle of a word. (See italic sign above.)

### Foreign Words:

- ⠠⠠      This sign, followed by a space, precedes a vocabulary word to indicate that the word is from a foreign language which would usually be printed in italics when found in English context. Ex:

|| ab'bé      ⠠⠠      ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

### Accents:

- ⠠      Principal or primary syllable stress.
- ⠠      Secondary syllable stress.

**Hyphens:**

Hyphen used to divide words at end of line



Hyphen used before unstressed syllables.



Compound hyphen used in compound entry words only.

**Macrons:**

Macron used to indicate the long sound of the vowels as in *âte*, *scêne*, *mîne*, *côld*, *ûnit*.



Macron with superimposed dot, or short vertical line, as in *fâtality*, *êvent*, *ôbey*, *circûlar*.

**Breves:**

Breve used to indicate the short sound of the vowels as in *ât*, *êdge*, *begîn*, *stôp*, *cût*, and the sound of *î* as in *fîr* and *wîrd*, and *ê* in *hêre*.



Breve with italicized *ă*, *ě*, *ǐ*, *ǒ*, *ǔ*, as in *ăffect*, *novĕl*, *charĭty*, *cômpare*, *focŭs*.



Breve with superimposed circumflex, to precede *ö* as in *sôft*, *dôg*.

**Circumflex:**

Circumflex as in *râre*, *lôrd*, *bûrn*.

**Diaeresis:**

Diaeresis used to precede *ä* as in *fär*, and *ü* as in *Debŭssy* (*De'bŭ sĕ'*).



Semi-diaeresis used to precede *â* as in *âsk*.



Semi-diaeresis with italicized *â* as in *sofâ*, *ideâ*.

**Tilde:**

Tilde to precede *ë* as in *writĕr* or *ë* in *rumor* (*rôô'mĕr*).

**Straight Line Over *oo*:**

To precede first *o* as in *môon*.



Curved Line Over *öö*, or Tie Bar in *dũ*, *tũ*, or *deu* (*dũ*):



To precede first o as in *föö*t; or before *dũ* or *tũ* as in *verdũ*re and *cultũ*re, and *deu* as in *grandeur* (*grăn'dũr*).

Vocal *th*:



Used to indicate the vocal *th* as in *then*.

b. **Presentation of Diacritics in Text:** When word pronunciations are included in text, they should be inserted in brackets immediately following the words being illustrated.

(1) If such pronunciations are presented only occasionally in the text, a footnote explaining the use and meaning of each diacritic sign should be inserted at the bottom of the braille page each time it appears.

(2) If diacritical representations of pronunciation are used throughout the text, but the ink-print book does not contain a glossary, the diacritical code itself should be included at the end of each braille volume. In such cases, it is not necessary to give the explanation of the diacritical marks in footnotes as they appear.

c. **Presentation of Diacritics in Glossaries:**

(1) If a glossary is headed by a table of pronunciation, this table should be embossed using the proper diacritical marks.

(2) If the glossary does not include a table of pronunciation, the complete list of diacritical markings and the note in the heading of Sec. a above should be inserted at the head of the glossary.

d. **Variations in Pronunciations:** Lexicographers very often disagree as to the exact pronunciation of a given word, and a discrepancy may often be found between the pronunciations and syllable divisions employed in the text being embossed and those in the dictionary being used as a guide for braille. In such instances, follow the copy in the text being embossed.

2. **Phonetics:** A "Comparative Table of International Phonetic Association (IPA) Symbols and World Braille Signs" can be found in *WORLD BRAILLE USAGE*, by Sir Clutha Mackenzie, available from the American Foundation for Overseas Blind, 22 West 17th Street, New York 11, New York.

## APPENDIX E — RELIGIOUS AND DEVOTIONAL CONTRACTIONS

In religious and devotional publications, the following additional contractions may be used. They should never be used in general literature:

Sign	Word	Sign	Word	Sign	Word
	Christ		unto		grace
	God		faith		holy

Sign	Word	Sign	Word	Sign	Word
⋮⋮ ⋮⋮ ⋮⋮ ⋮⋮	Jesus	⋮⋮ ⋮⋮ ⋮⋮ ⋮⋮	glory	⋮⋮ ⋮⋮ ⋮⋮ ⋮⋮	saith

1. The signs for Christ, God, Jesus, and unto should be used in accordance with the rules for initial-letter two-cell contractions. Capitalize "Christ," "God," and "Jesus," according to use.

2. The signs for faith, glory, grace, holy, and saith should be used in accordance with the rules for short-form words.

## TYPICAL AND PROBLEM WORDS

<b>A</b>			
abbé	arise	bless/ed	chaise longue
abv-men/tion/ed	arisen	bless/éd	ch/ancellor
(above-mentioned)	arising	blindage	changeable
abreaction	arose	blinded	characteristically
accordance	ar/ound	blfold (blindfold)	ch/eddar
acly (accordingly)	ar/oused	blinding	childish/ness
acreage	asthma	blly (blindly)	childlike
add	astring/ent	blness (blindness)	child's
addition	atmosphere	bls (blinds)	Childs
adhere	atoned	bloodletter	chromosome
adher/ed	atoner	blossomed	chuckfull
adher/ence		blunder	clear/ness
adher/ent	<b>B</b>	bone	cleverest
aerial	babbled	boned	Coblentz
aeroplane	bacchanal	boner	coffee
affording	baroness	Boone	cohere
aff/right/ed	baronet	boredom	colonel
af-dinner	battledore	boutonière	colorbl (colorblind)
(after-dinner)	bayonet	boutoniere	Comanch/ean
afns (afternoons)	beatify	bride-to-be	comatose
afws (afterwards)	Beatrice	brother-in-law	combing
agreeable	beautifully	by and by	com'ere
agreeably	bedding	by-law	comic
ain't	been	by the by	comin'
air-condition/ed	befr (befriend)	by the bye	com/ing
Airedale	befriending		comique
ally	begg/in'	<b>C</b>	compone
ancestor	bein'	calisthenics	component
andante	belld (belittled)	can't	Compton
anemone	benediction	cathedral	conation
antedate	benevolence	caveat	conatus
antenatal	bess (besides)	centime	conceivable
aqueduct	beverage	centimeter	concvd (conceived)
ar/en't	blemish	chaff/in/ch	concvr (conceiver)
	blended		con. (concerto)

conch  
concept  
coned  
coneflow/er  
coney  
Congo  
congressional  
conic  
conifer/ous  
conj. (conjunction)  
Conn. (Connecticut)  
cont. (continued)  
contradistinction  
coronet  
cdst (couldst)  
country  
county  
coupon  
cowherd  
creation  
crooner  
cross-question/ed  
Cumaeon

## D

dachshund  
dally/ing  
daredevil  
daunder  
deceivable  
dcvd (deceived)  
deduced  
deduction  
denationalization  
denatured  
denomin/ation  
denominator  
denoted  
denounced  
denudate  
denunciation  
deny  
derailment  
derangement  
deride  
derision  
derisive  
derivable  
derivation  
derivative

derived  
derogatory  
deshabille  
din/ghy  
dingy  
disc  
dis/eased  
dishabille  
dishevelled  
dispirit/ed  
dissyllabic  
distingué  
distinguish/ed  
dist. (district)  
disulphide  
donee  
Doolittle  
dou/blet  
doughtiness  
doughty  
dragonet  
dribbled  
drought  
droughty  
dukedom  
dunderhead  
d'you

## E

ebb/ed  
ebb-tide  
edacious  
Ed Com/stock  
edict  
edition  
education  
educed  
e'en  
effaceable  
effeminate  
effortless  
egg-head  
eggs  
emblematic  
enamel  
encephalitis  
encyclopaedia  
encyclopædia  
encyclopedia  
enounce

en route  
ensphere  
enumer/ation  
enunciation  
equidistance  
eradication  
erasable  
eraser  
erection  
eroding  
erosion  
eruption  
ethereal  
ethereally  
evermore  
ever/sion  
every-day  
everyday  
exoner/ation  
expedited  
expedition

## F

fandango  
fear/some  
fencer  
festooned  
feverish  
fiance  
fiancé  
fin/ery  
finesse  
fing/er  
fst-begotten  
(first-begotten)  
fstly (firstly)  
foredoomed  
for/th/with  
fought  
found/ation  
fountain  
Frances  
freedom  
frless (friendless)  
frly (friendly)  
frs (friends)  
frship (friendship)  
fright/en/ed  
froward  
fruity  
fulfillment

## G

gadab (gadabout)  
galingale  
gasometer  
genealogy  
général  
Ger/many  
giblet  
ging/er  
gingham  
gobbled  
go-bet (go-between)  
Goering  
Goethe  
gdies (goodies)  
gds (goods)  
goshawk  
gover/ness  
grandame  
grasshopper  
grtness (greatness)  
grey'ound

## H

haddock  
hade  
hadji  
Hadley  
hadn't  
hand/somer  
hand/some/st  
Hapgood  
har/ness/ed  
haven't  
headdress  
heartsease  
her/editary  
heresy  
heretic  
here/with  
hideaway  
hing/ed  
hoity-toity  
hone/sty  
honey  
horseradish  
hothouse  
hypsometer



<b>I</b>	<b>lin/en-draper</b>	<b>mstn't (mustn't)</b>	<b>peoples</b>
idea	<b>ling/er</b>	<b>musty</b>	<b>people's</b>
idealistic	<b>lingerie</b>	<b>N</b>	<b>perceivable</b>
imagery	<b>lioness</b>	<b>named</b>	<b>percvd (perceived)</b>
immly (immediately)	<b>lionet</b>	<b>nationality</b>	<b>peritoneum</b>
impartial	<b>lissome/ness</b>	<b>Neand/er/thal</b>	<b>permeable</b>
impermeable	<b>llr (littler)</b>	<b>ne'er-do-well</b>	<b>peroneal</b>
inasmch (inasmuch)	<b>Ll (Little) Rock</b>	<b>Nesselrode</b>	<b>persever/ance</b>
in-bet (in-between)	<b>Littleton</b>	<b>Nightingale</b>	<b>Phoenix</b>
inconceivable	<b>locoweed</b>	<b>Nipponese</b>	<b>phone</b>
incongruity	<b>longevity</b>	<b>noblesse</b>	<b>phoned</b>
incongruous	<b>longitude</b>	<b>non-commission/ed</b>	<b>phonetically</b>
indiarubb/er	<b>lordly</b>	<b>northeast</b>	<b>pimento</b>
indistinctness	<b>Louis Brl (Braille)</b>	<b>nought</b>	<b>pineapple</b>
ineradicable	<b>M</b>	<b>noway</b>	<b>ping-pong</b>
Inge	<b>maenad</b>	<b>nowise</b>	<b>piñon</b>
ingénue	<b>mah-jongg</b>	<b>O</b>	<b>pioneer/ing</b>
inglenook	<b>malediction</b>	<b>O'Connor</b>	<b>pity/ing</b>
in/here	<b>memento</b>	<b>odd</b>	<b>plunder/ed</b>
inher/ent	<b>mental</b>	<b>odd/ity</b>	<b>poleax</b>
ironed	<b>merry-go-round</b>	<b>oedema</b>	<b>pongee</b>
irredeemable	<b>midafn (midafternoon)</b>	<b>Oedipus</b>	<b>popedom</b>
isinglass	<b>midday</b>	<b>offer/ing</b>	<b>preaction</b>
isometry	<b>mileage</b>	<b>often</b>	<b>preadamite</b>
isthmus	<b>milord</b>	<b>oleagin/ous</b>	<b>preamble</b>
it'd	<b>mingled</b>	<b>omentum</b>	<b>preconceived</b>
it'll	<b>minuteness</b>	<b>oner/ous</b>	<b>predacious</b>
it's	<b>misally</b>	<b>opponent</b>	<b>predated</b>
<b>J</b>	<b>misconceived</b>	<b>optime</b>	<b>predicament</b>
Jones	<b>mishap</b>	<b>orangeade</b>	<b>prediction</b>
<b>K</b>	<b>misoneism</b>	<b>Othello</b>	<b>prenatal</b>
kettledrum	<b>mistake</b>	<b>other</b>	<b>prerogative</b>
kilowatt	<b>mistaken</b>	<b>out-and-out</b>	<b>prisoner</b>
<b>L</b>	<b>mistemper/ed</b>	<b>P</b>	<b>prithee</b>
Lancelot	<b>mistitled</b>	<b>paean</b>	<b>pro and con</b>
land/lord	<b>mistook</b>	<b>painstaking</b>	<b>problematically</b>
launder/ing	<b>monetary</b>	<b>partake</b>	<b>Prof.</b>
learned	<b>money</b>	<b>partaken</b>	<b>profanely</b>
leghorn	<b>mong/er</b>	<b>partaker</b>	<b>profanity</b>
Len/ingrad	<b>Mongolian</b>	<b>part/erre</b>	<b>profert</b>
less	<b>mongoose</b>	<b>par/thenon</b>	<b>professor</b>
lring (lettering)	<b>mongrel</b>	<b>partiality</b>	<b>proficiency</b>
lever	<b>mooned</b>	<b>particular</b>	<b>profile</b>
leverage	<b>More</b>	<b>partook</b>	<b>profound/ness</b>
limeade	<b>more'n</b>	<b>peaceable</b>	<b>pronghorn</b>
lin/eage	<b>moreover</b>	<b>peanut</b>	<b>proponent</b>
lin/ea/ment	<b>Mortimer</b>	<b>peddler</b>	<b>pythoiness</b>
	<b>mountain/ous</b>	<b>Pekingese</b>	<b>Q</b>
	<b>mustache</b>		<b>question/ary</b>
	<b>must/ard</b>		<b>question/ed</b>
	<b>must/er/ing</b>		



questionee  
questionnaire  
quibbled  
quicken (quicken)

## R

rafter  
rally  
ration/ally  
ready-to-wear  
re-ally  
really  
reappear/ance  
receivable  
rcvd (received)  
rcvrship  
(receivership)  
redact  
redeemed  
redemption  
redistribution  
redrafter  
reduced  
reduction  
redundance  
renege  
renouncement  
renunciation  
repartee  
requestion/ed  
reread  
reverber/ation  
revere  
rever/ence  
rever/end  
reverie  
reversed  
revery  
ribband  
ribboned  
riffraff  
righteousness  
roof/er  
roseate  
roundelay  
rou/st/ab  
(roustabout)

## S

sacch/ar/ine  
safflow/er

Saint or St.  
Sally  
scone  
scribbled  
sea  
seafar/ing  
sea-island  
séance  
sedate  
sedition  
seduced  
seduction  
self-belief  
self-command  
self-control  
self-distrust  
señor  
sever  
several  
severe  
sever/ity  
sh!  
shadberry  
shaddock  
shadow/ed  
shallop  
shallow/ness  
shanghaied  
sh/edding  
sh/eriff  
sh/eriff's  
sh/eriffs  
sh/ingled  
sh/oulder  
shdn't (shouldn't)  
shdst (shouldst)  
sing/ed  
sing/ing  
singular  
skedaddle  
smoother  
smother  
so-and-so  
sobeit  
somersault  
somerset  
some/times  
sooner  
sorghum  
soso  
so-so

sou'east/er  
sought  
sou/theast  
sparerib  
Spartan  
Spencer  
sphere  
spikenard  
spirit/less  
spirits  
spongy  
sprightly  
squally  
Stalingrad  
st/and-by  
st/ation/ary  
still-life  
stillness  
st/ingy  
stirabout  
Street or St.  
string/endo  
string/ent  
strongyle  
St. Swith/in  
subbasement  
subpoena  
sudd/en/ness  
suède  
sunder  
sweetheart  
swith/er  
sword  
syringe

## T

tableau  
tablet  
taffrail  
Tammany  
tea  
tear  
tea/time  
teethed  
telephone  
telephoned  
Ten/nessee  
tethered  
that'd  
that'll  
that's

theaceous  
theater  
thee  
theirs  
then  
th/ence/for/th  
thereabs (thereabouts)  
thereagst (thereagainst)  
therometer  
theses  
th/ing-in-xf  
(thing-in-itself)  
thistledown  
th/ought/ful/ness  
threshold  
through/out  
th/under/ing  
timed  
timing  
ting/ed  
tingled  
'tion  
to and fro  
to-do  
toenail  
tomentose  
tone  
toned  
tongs  
tongue  
tooth/some  
topfull  
tow/ards  
towhee  
trin/ary  
trinodal  
trinomial  
trisacch/aride  
trombone  
trypanosome  
turtledove  
tweedledum  
twing/ed  
twofold  
twosome

## U

ultrared  
unac (unaccording)  
unbeknown  
unblemish/ed

unblfold (unblindfold)	unpercvg	wea/thered	wdn't (wouldn't)
unconceived	(unperceiving)	weever	wdst (wouldst)
uncongealable	unquestionably	well-be/ing	wright
uncongenial	unrjed (unrejoiced)	well-to-do	wrought
undevd (undeceived)	unrjcg (unrejoicing)	wer/en't	
undcld (undeclared)	untow/ard	wh/eace	X
underived	useable	where/abs	xylophone
underogatory	useless	(whereabouts)	
undishearten/ed	usually	wh/ere'er	Y
undistinguish/ed		wh/er/ever	
unear/th		which/ever	yearned
unear/thed	V	whither	yeggman
uneasy	vainglorious	Will	you'd
uneaten	valediction	willing	you'll
unfrly (unfriendly)	valedictory	will-o'-the-wisp	you'n
unfulfilled	vice-consular	win/some/ness	young/st/er
unknown	viceregal	witches'-besom	you're
unless	viceroy	withe	yrs (yours)
unlessoned		with/er/ed	you've
unlred (unlettered)		with/in	
unmistakable	W	with/out	Z
unnec (unnecessary)	wafter	word/ing	zither
unpd (unpaid)	wagoner	workpeople	zone
unpercvd	wakerife	worldliness	zoned
(unperceived)	wasn't	wd-be (would-be)	zounds

## ALPHABETICAL INDEX OF BRAILLE SIGNS

### ALPHABET AND NUMBERS

1	2	3	4	5	6	7	8	9	0
a	b	c	d	e	f	g	h	i	j
⠠	⠠	⠠	⠠	⠠	⠠	⠠	⠠	⠠	⠠
k	l	m	n	o	p	q	r	s	t
⠠	⠠	⠠	⠠	⠠	⠠	⠠	⠠	⠠	⠠
u	v	w	x	y	z				
⠠	⠠	⠠	⠠	⠠	⠠				

## CONTRACTIONS, WORD SIGNS, AND SHORT-FORM WORDS

<b>A</b>		be	⠠	con	⠠	ever	⠠ ⠠
about	ab	because	bec	conceive	concv	every	⠠
above	abv	before	bef	conceiving	concvg		
according	ac	behind	beh	could	cd	<b>F</b>	
across	acr	below	bel			father	⠠ ⠠
after	af	beneath	ben	<b>D</b>		ff	⠠
afternoon	afn	beside	bes	day	⠠ ⠠	first	fst
afterward	afw	between	bet	dd	⠠	for	⠠
again	ag	beyond	bey	deceive	dcv	friend	fr
against	agst	ble	⠠	deceiving	dcvg	from	⠠
ally	⠠ ⠠	blind	bl	declare	dcl	ful	⠠ ⠠
almost	alm	braille	brl	declaring	dclg		
already	alr	but	⠠	dis	⠠	<b>G</b>	
also	al	by	⠠	do	⠠	gg	⠠
although	alth	<b>C</b>				gh	⠠
altogether	alt	can	⠠	<b>E</b>		go	⠠
always	alw	cannot	⠠ ⠠	ea	⠠	good	gd
ance	⠠ ⠠	cc	⠠	ed	⠠	great	grt
and	⠠	ch	⠠	either	ei		
ar	⠠	character	⠠ ⠠	en	⠠	<b>H</b>	
as	⠠	child	⠠	ence	⠠ ⠠	had	⠠ ⠠
ation	⠠ ⠠	children	chn	enough	⠠	have	⠠
<b>B</b>		com	⠠	er	⠠	here	⠠ ⠠
bb	⠠						












herself	herf	little	ll	ought	⠠⠠⠠⠠	right	⠠⠠⠠
him	hm	lord	⠠⠠⠠	ound	⠠⠠⠠	S	
himself	hmf	M		ourselves	ourvs	said	sd
his	⠠⠠	many	⠠⠠⠠	ount	⠠⠠⠠	sh	⠠⠠
I		ment	⠠⠠⠠	out	⠠⠠	shall	⠠⠠
immediate	imm	more	⠠⠠	ow	⠠⠠	should	shd
in	⠠⠠	mother	⠠⠠⠠	P		sion	⠠⠠⠠
ing	⠠⠠	much	mch	paid	pd	so	⠠⠠
into	⠠⠠⠠	must	mst	part	⠠⠠⠠	some	⠠⠠⠠
it	⠠⠠	myself	myf	people	⠠⠠	spirit	⠠⠠⠠
its	xs	N		perceive	percv	st	⠠⠠
itself	xf	name	⠠⠠⠠	perceiving	percvg	still	⠠⠠
ity	⠠⠠⠠	necessary	nec	perhaps	perh	such	sch
J		neither	nei	Q		T	
just	⠠⠠	ness	⠠⠠⠠	question	⠠⠠⠠	th	⠠⠠
K		not	⠠⠠	quick	qk	that	⠠⠠
know	⠠⠠⠠	O		quite	⠠⠠	the	⠠⠠
knowledge	⠠⠠	o'clock	o'c	R		their	⠠⠠⠠
L		of	⠠⠠	rather	⠠⠠	themselves	themvs
less	⠠⠠⠠	one	⠠⠠⠠	receive	rcv	there	⠠⠠⠠
letter	lr	oneself	onef	receiving	rcvg	these	⠠⠠⠠
like	⠠⠠	ong	⠠⠠⠠	rejoice	rjc	this	⠠⠠
		ou	⠠⠠	rejoicing	rjcg		



those	⠠⠏⠗⠑⠎	U	were	⠠⠠⠠⠠	work	⠠⠠⠠⠠	
through	⠠⠠⠠⠠	under	⠠⠠⠠⠠	wh	⠠⠠⠠⠠	world	⠠⠠⠠⠠
thysself	⠠⠏⠗⠑⠎	upon	⠠⠠⠠⠠	where	⠠⠠⠠⠠	would	⠠⠠⠠⠠
time	⠠⠠⠠⠠	us	⠠⠠⠠⠠	which	⠠⠠⠠⠠	Y	
tion	⠠⠠⠠⠠	V	whose	⠠⠠⠠⠠	you	⠠⠠⠠⠠	
to	⠠⠠⠠⠠	very	⠠⠠⠠⠠	will	⠠⠠⠠⠠	young	⠠⠠⠠⠠
today	⠠⠠⠠⠠	W	with	⠠⠠⠠⠠	your	⠠⠠⠠⠠	yr
together	⠠⠠⠠⠠	was	⠠⠠⠠⠠	word	⠠⠠⠠⠠	yourself	⠠⠠⠠⠠
tomorrow	⠠⠠⠠⠠					yourselves	⠠⠠⠠⠠
tonight	⠠⠠⠠⠠						

## PUNCTUATION AND COMPOSITION SIGNS

accent sign	⠠⠠⠠⠠	dash —	⠠⠠⠠⠠
apostrophe '	⠠⠠⠠⠠	dash, double —	⠠⠠⠠⠠
asterisk *	⠠⠠⠠⠠	decimal point .	⠠⠠⠠⠠
bar /	⠠⠠⠠⠠	ellipsis . . .	⠠⠠⠠⠠
bracket (or brace) [ or { opening	⠠⠠⠠⠠	exclamation point !	⠠⠠⠠⠠
bracket (or brace) ] or } closing	⠠⠠⠠⠠	fraction-line / or —	⠠⠠⠠⠠
capital sign, single	⠠⠠⠠⠠	hyphen -	⠠⠠⠠⠠
capital sign, double	⠠⠠⠠⠠	italic sign, single	⠠⠠⠠⠠
colon :	⠠⠠⠠⠠	italic sign, double	⠠⠠⠠⠠
comma ,	⠠⠠⠠⠠	letter sign	⠠⠠⠠⠠

number sign #		quotation mark, double, " closing	
parenthesis, opening (		quotation mark, single, ' opening	
parenthesis, closing )		quotation mark, single, ' closing	
period		semicolon ;	
question mark ?		termination sign	
quotation mark, double, " opening			

# INDEX OF RULES

	Sec.	Page		Sec.	Page
Abbreviations:			Cardinal numbers	28	22
Rule VI	27	21	Cc	Sec. 34-b(1) (exc.)	29
Comprising initial letter and part of word	27-b	21	Cc	42	35
Dates	27-e	22	Coinage:	31	25
Initials	27-c	22	Decimal	28-g	24
Italicized	10-a	11	Sterling	31-b	27
Letters, uncapitalized, uncontracted	27-d	22	Coinage, weights and other special symbols, Rule VIII	31	25
Postal districts	27-d	22	Composition signs, special braille:		
Telephone numbers	27-f	22	Rule II		10
With period	27, 27-a	21	Order of	8	10
Written in capital letters	27-a	21	Table of		10
Accent sign:			Com	44	36
Rule V	24	19	Compound words:		
Use in writing anglicized words and proper names in English context	24	19	Italicized	10-a	11
Use in writing English stressed syllables	24-a	19	Use of double capital sign	9-b	11
Use in writing foreign words and phrases, and italicized or quoted foreign passages in English context	24, 24-b	19	Use of single capital sign	9-a	11
Used for stressed syllables in scansion and stress	33-c	28	Con	43	36
Acknowledgments	15-c	17	Condensations (editing)	19	17
Ally	Ex. c	41	Contents	15-b	17
Alphabet and numbers:			Contractions:		
Table of		2	Choice of use	35	30
Table of		60	Final-letter::		
Alphabetical index of braille signs		60	Examples of use	46	40
And	37	31	Exceptions to general rule	46	41
And	38-c	33	General rule	46	40
Apostrophe	4	8	Tables of, Rule XV		39
Insertion of in plural abbreviations, numbers, or letters	4-a	8	Forming parts of words:		
Apostrophized words, italicized	10-a	11	Used	34-a	28
Appendices:			Not used	34-b	29
A—Special formats	44		General use of, Rule X		28
B—Foreign languages	49		Initial-letter:		
C—Other grades of braille; special braille codes	52		Examples of use	45	38
D—Diacritics and phonetics	53		Exceptions to general rule	45	39
E—Religious and devotional contractions	55		General rule	45	37
Asterisk:			Tables of, Rule XIV		37
Rule IV		18	Lower signs:		
General rule	21	18	Be, con, dis	43	36
When used in ink print to denote omissions	21-a	18	Be, enough, were, his, in, was	39	33
Ation	Ex. d	41	Com	44	36
Bb	34-b(1)	29	Ea and double-letter signs		
Bb	42	35	bb, cc, dd, ff, gg	42	35
Be	39	33	To, into, by	41	34
Be	43	36	Table of, Rule XIII		33
Blank lines, use of	17	17	Not used:		
Blank lines, use of	20	18	In foreign words	26	20
Brackets:			In proper names in foreign language passages	24-d	20
Opening and closing	3	7	One-cell part-word:		
Portion of word enclosed in	3-a	7	And, for, of, the, with	38-c	32
Braille Grade 1½ (revised)	App. C-1-a	52	General rules	38	32
Braille Grade 3	App. C-1-b	52	Table of, Rule XII		32
Braille shorthand	App. C-1-c	52	One-cell whole-word:		
Breaks in context	App. A-3	44	A, and, for, of, the, with	37	31
By	41	34	General rules	36	31
Caesura sign	33-b	28	Table of, Rule XI		30
Capital sign:			Religious and devotional	App. E	55
Double, use of	9-b	11	St	38-d	33
Single, use of	9-a	11	Used in proper names, English or foreign, in English context	24-d	20
Single and double	9	11	Contractions, word signs, and short-form words, table of		61
Capitalized portions of words, writing of	11, 11-a	13	Dash:		
			Beginning and ending of line	6	9
			Indicating omitted word	6-a	9
			Short and long	6	9
			Spacing of	6	9

# INDEX OF RULES—Continued

	Sec.	Page		Sec.	Page
Use of in writing scores in number form	28-a	22	Dedications, acknowledgments	15-c	17
With Roman numerals	30-a	25	General rule	14	16
Dates, abbreviated	27-e	22	Omissions of copy, editing	19	17
Dd	Sec. 34-b(1) (exc.)	29	Page numbering	16	17
Dd	42	35	Paragraphing	18	17
Decimal coinage	28-g	24	Prefaces, forewords, introductions	15-d	17
Decimal sign	28-f	24	Title pages	15-a	16
Dedications	15-c	17	Format, special	App. A	44
Definition of braille	1		Breaks in context	App. A-3	44
Diacritics	App. D-1	53	Outlines	App. A-7	48
Diaereses, writing of	25	20	Paragraphing	App. A-1	44
Diagrams	19	17	Plays, etc.	App. A-8	48
Diphthongs, Rule V	25	20	Poetry	App. A-2	44
Dis	43	36	Tabular material	App. A-5	44
Division of words at end of lines	5-a	8	Test materials	App. A-6	47
Dollars and cents	28-g	24	Termination line	App. A-4	44
Double capital sign	9-b	11	Fractions, writing of	28-c	23
Writing of letter groups	9-b	11	French accented letters	App. B-1	49
Double italic sign	10	11	German accented letters	App. B-4	51
Ea	Sec. 34-b(1) (exc.)	29	Gg	Sec. 34-b(1) (exc.)	29
Ea	42	35	Gg	42	35
Editing of copy	19	17	Grade 3 Braille	App. C-1-b	52
Ellipsis	7	9	Greek Alphabet (international) and other special signs	App. B-6	51
Omission of paragraph	7-b	10	Greek passages in English text	26-c	20
Spacing and punctuation of	7	9	Greek letters, writing of in English context	24-c	20
To be substituted when asterisk used in ink print to indicate omissions	21-a	18	Had	Exc. e	39
When used to indicate omitted letters	7-a	9	Here	Exc. b	39
Ence	Sec. 34-b (exc.)	30	His	39	33
Ence	Exc. A	41	Hyphen	5	8
Enough	39	33	Spacing after disconnected compound words	5	8
Ff	Sec. 34-b(1) (exc.)	29	Use in compound words	5	8
Ff	42	35	Use in joining numbers	28-b	23
Final-letter contractions, tables of, Rule XV	39		Used to set apart italicized or capitalized portions of words	11, 11-a	13
Foot sign, end of	33-b	28	When used to indicate omitted letters	5-b	8
Footnotes:			With Roman numerals	30-a	25
At foot of page	22-c	18	Illustrations, omission of	19	17
Long	22-b	18	In	39	33
Placed at end of paragraph	22-d	18	Index of braille signs, alphabetical		60
Rule IV	18		Index of rules		65
Short	22-c	18	Initial-letter contractions, tables of, Rule XIV		37
Writing of	22	18	Initials	27-c	22
For	37	31	Integral numbers, division of	28-b	23
For	38-c	32	Into	41	34
Foreign accented letters:			Introductions	15-d	17
In writing foreign-language texts	26	20	Italian accented letters	App. B-2	50
In writing foreign words and phrases, and italicized or quoted foreign passages in English context	24, 24-b	19	Italic sign:		
Foreign language passages and texts, Rule V	26	20	In abbreviations	10-a	11
Foreign languages	App. B	49	In apostrophized words	10-a	11
French	App. B-1	49	In compound words	10-a	11
German	App. B-4	51	Single and double	10-b	11
Greek	App. B-6	51	Italicized passages	10-b	12
Italian	App. B-2	50	Comprising more than one paragraph	10-c	12
Latin	App. B-5	51	Dash or ellipsis at beginning or end	10-d	12
Spanish	App. B-3	50	Last word in compound word	10-b	12
Foreign words not to be contracted	26	20	Italicized portions of words, writing of	11, 11-a	13
Forewords	15-d	17	Italicized titles or items, list of	10-e	12
Format, Braille:			Italics:		
Blank lines, use of	17	17	Omission of in quoted matter	2-b	7
Blank lines, use of	20	18	Omission of in quoted matter	10-g	13
Contents pages	15-b	17	To be substituted for small capital letters, bold-face type, or underscoring	10-f	13



# INDEX OF RULES—Continued

	Sec.	Page
Ity	Exc. C	41
Latin diphthongs and vowel signs	App. B-5	51
Letter sign	12	14
Purpose	12	14
Use before words containing foreign accented letters in English context	24-a	20
Use in languages not employing Roman alphabet	26-c	20
When used	12-a	14
When not used	12-b	15
With letter endings of Roman numerals	30-b	25
With uncapitalized Roman numerals	30	25
Letters, how to write (see letter sign)		
Lisped words	13-c	16
Lower signs, Rule XIII		33
Mathematical signs of operation, common	28-j	24
Measures	31	25
Mixed numbers, writing of	28-d	23
Money, foreign	31	26
Ness	Exc. B	41
Number sign	28	22
Termination of effect	28-a	22
Numbers:		
Cardinal	28	22
Decimal coinage	28-g	24
Decimal sign	28-f	24
Division of	28-b	23
Fractions	28-c	23
Mixed numbers	28-d	23
Oblique stroke or bar	28-e	23
Ordinal	29	24
Roman numerals	30	25
Rule VII		22
Scores, writing of	28-a	22
Sports scores, writing of	28-a	22
Time, definite point of	28-h	24
Time, intervals of	28-i	24
With dash	28-a	22
With hyphen	28-b	23
Numerals, Roman	30	25
Oblique stroke or bar	28-e	23
With numbers	28-e	23
Of	37	31
Of	38-c	32
Omissions of copy	19	17
Omitted letters:		
When indicated by ellipsis	7-a	9
When indicated by hyphens	5-b	8
Omitted words, indicated by double or long dash	6-a	9
One	Exc. a, b	39
One-cell part-word signs, Rule XII		32
One-cell whole-word and part-word signs, table of		3
One-cell whole-word signs, Rule XI		30
Ordinal numbers	29	24
Omission of "n" or "r" in	29	25
Other grades of braille, special braille codes	App. C	52
Other grades of braille:		
Grade 3 Braille	App. C-1-b	52
Revised Braille Grade 1½	App. C-1-a	52
Shorthand	App. C-1-c	52
Outlines	App. A-7	48
Page numbering	16	17
Paragraphing	18	17

	Sec.	Page
Paragraphing	App. A-1	44
Parentheses:		
Opening and closing	3	7
Portion of word enclosed in	3-a	7
Part	Exc. C	39
Phonetics	App. D-2	55
Plays, etc.	App. A-8	48
Poetry:		
Rule IX	32	27
Special format	App. A-2	44
Portions of words, italicized or capitalized	11, 11-a	13
Postal districts	27-d	22
Prefaces	15-d	17
Proper names:		
Use of contractions in	36-c	31
Use of contractions in	38-b	33
Use of short-form words in	47-b	42
Punctuation and composition signs:		
Table of		2
Table of		63
Punctuation signs, Rule I		6
Order of	8	10
Table of		6
Use and order of	1	6
Quotation marks:		
Double and single	2	6
Reversed in ink print	2-a	7
Quoted matter, change of type or written in italics	2-b	7
References, Rule IV		18
References	23	19
Religious and devotional contractions	App. E	55
Revised Braille Grade 1½	App. C-1-a	52
Roman numerals	30	25
Rule VII		22
Capitalized	30	25
In dates	27-e	22
Letter endings	30-b	25
Uncapitalized	30	25
With dash	30-a	25
With hyphen	30-a	25
Rules:		
I—Punctuation signs		6
II—Special braille composition signs		10
III—Format		16
IV—Asterisk, footnotes, references		18
V—Accent sign, diphthongs, foreign languages		19
VI—Abbreviations		21
VII—Numbers and Roman numerals		22
VIII—Coinage, weights, and other special symbols		25
IX—Poetry, scansion and stress		27
X—General use of contractions		28
XI—One-cell whole-word contractions		30
XII—One-cell part-word signs		32
XIII—Lower signs		33
XIV—Initial-letter contractions		37
XV—Final-letter contractions		39
XVI—Short-form words		41
Scansion and stress	33	27
Accent sign used for stressed syllables	33-c	28
Caesura sign	33-b	28
End of foot sign	33-b	28
Long or stressed syllable sign	33-a	27
Short or unstressed syllable sign	33-a	27
Short-form words:		
Rules of usage	47	42

# INDEX OF RULES—Continued

	Sec.	Page		Sec.	Page
Table of .....		5	Test materials .....	App. A-6	47
Table of, Rule XVI .....		41	<b>The</b> .....	37	31
Single capital sign .....	9-a	11	<b>The</b> .....	38-c	32
Some .....	Exc. d	39	Time:		
Spanish accented letters and punctuation signs .....	App. B-3	50	Definite point of .....	28-h	24
Speech hesitation .....	13-b	16	Intervals of .....	28-i	24
Spelling .....	13-b	16	Title pages .....	15-a	16
St .....	38-d	33	<b>To</b> .....	41	34
Stammering .....	13-a	16	Two-cell contractions, table of .....		4
Sterling coinage .....	31-b	27	Typical and problem words .....		56
Symbols, special ink-print .....	31-a	27	Vocal sounds without word meanings .....	13-b	16
Tabular material .....	App. A-5	44	<b>Was</b> .....	39	33
Telephone numbers .....	27-f	22	<b>Weights</b> .....	31	25
Termination line .....	App. A-4	44	<b>Were</b> .....	39	33
Termination sign .....	11	13	<b>With</b> .....	37	31
Restriction of use .....	11	13	<b>With</b> .....	38-c	32
Used to set apart italicized or capitalized portions of words .....	11, 11a	13	Words, typical and problem .....		56

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